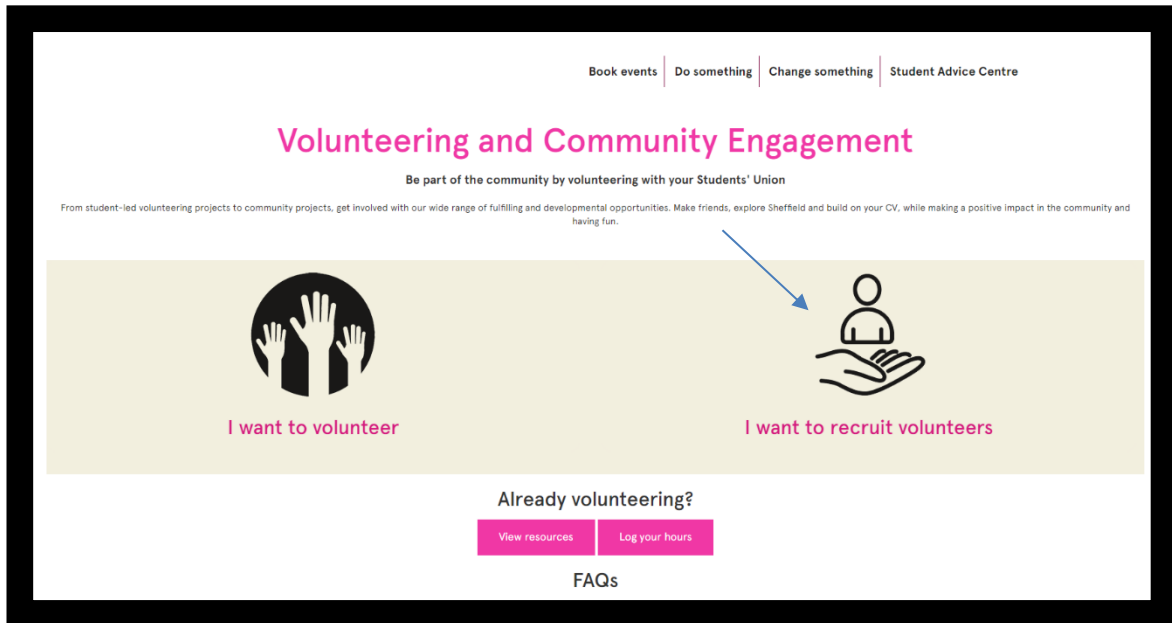
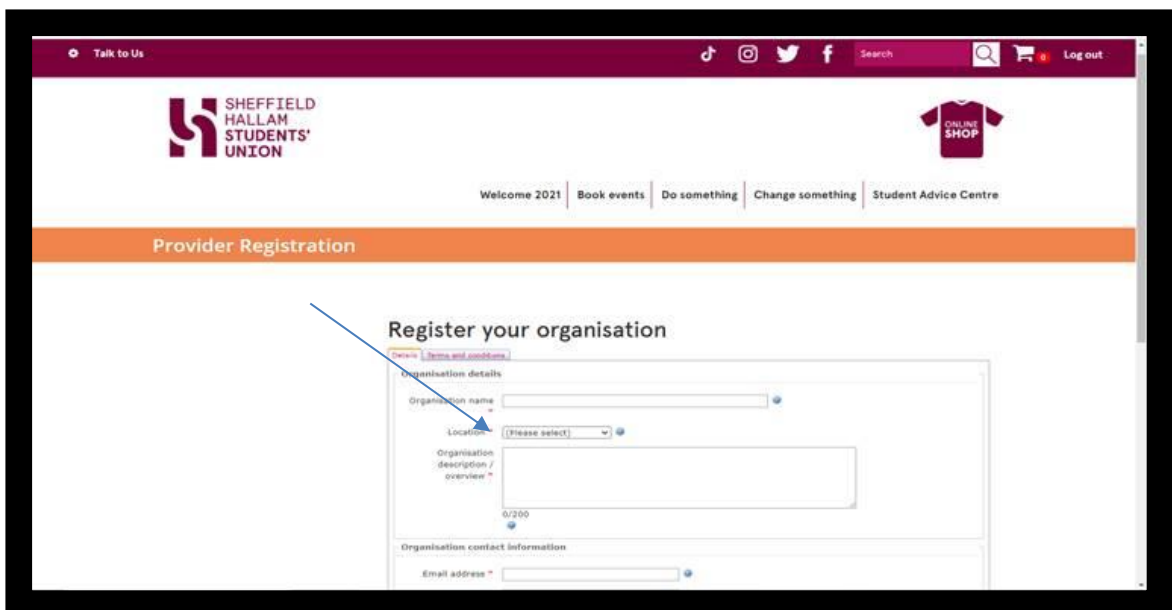


Registering as a provider and listing opportunities Sheffield Hallam Students' Union

- 1) From the volunteering main page, click "I want to recruit volunteers", and then "sign up". Alternatively, click [this link](#) to be taken directly to the sign up page.



- 2) The registration process is quick and simple – please enter the relevant information in the boxes provided, as indicated below.



3) You will be asked to agree to our Service Level Agreement and to choose a password – please keep this safe as this is how you will log-in, contact volunteers and upload new opportunities. Here is a quick reminder of what we expect from providers:

- Public liability insurance
- A health and safety policy
- Risk assessments for all volunteering activities and the premises
- Expenses covered for volunteers (travel, and lunch where applicable) unless discussed in advance with the SHSU Charities Engagement and Volunteering team
- Volunteer Agreement/Policy
- Equal opportunities statement or policy
- A GDPR policy in place to cover volunteers' information

If you have any questions about our service level agreement, please email us on volunteering@shu.ac.uk.

Partner organisations agree to:

- Provide volunteering opportunities which are appropriate for students that fit alongside their studies
- Contact any interested students within 7 working days of receiving their application
- Keep an up-to-date record of any volunteers with you from Sheffield Hallam and monitor their hours
- Provide a named supervisor for the volunteer
- Inform students of the support services available to them both from yourselves and from Sheffield Hallam Student's Union Volunteering
- Maintain on-going communication with Sheffield Hallam Student's Union regarding volunteer recruitment and applications
- Keep Sheffield Hallam Student's Union up-to-date with any changes in the role as it is advertised on our website
- Take responsibility for recruiting volunteers. Sheffield Hallam cannot guarantee a student's credibility for a particular role. In special circumstances and by prior arrangement, we can have an informal chat with students before you meet them but ultimately the decision is yours
- Have a health and safety policy and make sure the appropriate risk assessments are carried out
- Provide an adequate induction for new volunteers and full training as necessary
- Have an equal opportunities statement or policy and make any volunteers aware of this
- If any issues or problems arise, discuss this with Sheffield Hallam Student's Union as soon as possible to mutually determine the action to be taken from both organisations
- Undertake DBS checks, where applicable
- Follow your own safeguarding policy but inform Sheffield Hallam Student's Union as soon as possible if an allegation is made
- Ensure that all staff supporting students from Sheffield Hallam are aware of this agreement and follow it in practice. If there is a change of staff, it is your responsibility to pass this information on or to ask them to get in touch with us

Agreement

By checking the box and submitting your registration you indicate that your organisation is able to fulfil these requirements, and that the information contained in your registration is correct.

Password

Enter a password. You'll use this, and your email address to log into the site.

Password *

Show/Hide your password

Continue

To complete the application process you will now be asked to check all your information and upload some documents.

[Continue registration](#)

4) You will then be asked to fill out your provider details. This includes information about your organisation and what you do, as well as uploading important documents such as your logo, insurance, and policies.

NOTE: Make sure you put any information you would like potential volunteers to see in the “More Information” box, indicated below by the red arrow. Any information you enter into this box will be visible when a student clicks on your organisation name to learn more about you, so it’s a great place to put a link to your website, your story, your community goals, or even links to youtube videos if you have them!

NOTE 2: When uploading your logo (indicated below by the blue arrow), make sure you click “choose file” to select your image, then click “update”. Finally, click “save details” at the bottom of the page. If you forget to complete the process in this order, your logo will not be uploaded.

Edit provider

Details | Other information | Contacts | Activities | Insurance | Policies | Notes

Details

Name *

Location *

Description / overview *

4/200

More Information

Image / logo

No file chosen

Status

Only Active providers can list activities.

Registration date 16 Sep 2021

Status

Default activity type

- 5) Once you have completed your registration, it will be submitted to us for approval. Following approval, you can log-in using [this link](#), or by navigating to the “Log in” button on the volunteering main page, as indicated in step 1. You can now add opportunities.
- 6) When you log in, you will be able to choose between two main tabs on your dashboard (indicated below), “provider details” and “Opportunities”. “Provider details” allows you to edit your details, whilst “Opportunities” will allow you to list new roles.

VOLUNTEERING & COMMUNITY ENGAGEMENT



Opportunities

Provider details: Opportunities | Logged in as TestNumber2 | Logout

Opportunities

[Add new opportunity](#)

Show opportunities with status: (All current)

Opportunity name contains:

Apply

2 activities match your filter.

Name	Status	Display until
0639 Test	Active	Indefinite
0640 The Big Test	Active	Indefinite



About Us



Advertise With Us



Jobs



Sustainability



Diversity



GDPR



Accessibility

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- 7) When adding a new opportunity, you will need to fill in the required information about your role, including a description of the role, location and benefits to self/others. The main body of information that forms how your role will appear on the website is found in the “Activity” and “Details” tabs.
- 8) On the “dates/applying” tab (indicated below in blue), you will be able to enter start and end dates of your opportunity. If your opportunity is ongoing, leave these boxes blank. If your opportunity is for a set period or is a one-off (takes places on a single day, over a couple of days/a weekend or is an event), please enter the date(s) you will require volunteers and enter a deadline for applications (indicated in red). If your opportunity is a one-off, this means it is classed as a “Give it a Go” opportunity and will be promoted by us slightly differently.
- 9) You can also include information to be sent out to students when they apply in the “Acknowledgement Email” box, indicated below in green. Depending on how you want to manage your recruitment, you can use this box simply to put a thank you note and let volunteers know you will be in touch, or you can use this space to link to an application form, or include your contact information if you would prefer volunteers to get in touch with you. However you decide to manage your recruitment, we would still recommend logging into your account when you are

notified of a new application, just so that you can keep track of who has applied for your own monitoring purposes and to make sure that no one is left behind.

Edit Activity

The screenshot shows the 'Edit Activity' form with several tabs: Activity, Details, Dates / Applying, Volunteers, Activity types, and Employability skills. A blue arrow points to the 'Dates / Applying' tab. A yellow banner states: 'This opportunity is ongoing, with no end date. Volunteers must apply by 15 Nov 2021.' The form is divided into sections: 'Activity dates' with fields for 'Specific date' and 'Start & end dates'; 'Display dates' with a 'Date range' field and a 'Take off display' button; and 'Applying' with a 'Deadline for applications' field. A red arrow points to the 'Start & end dates' field, and a green arrow points to the rich text editor toolbar. A note at the bottom states: 'The dates control visibility on the Browse Opportunities and Provider Details pages. All dates are optional.'

10) The “Volunteers” tab is where you will find the contact information of anyone who applies for your role. You will be notified by email when someone applies and can view/contact then directly from this tab once you log in.

11) Once you’ve completed the “Activity”, “Details” and “Dates/Applying tabs”, the final two you will need to complete your role listing are the “Activity Types” and “Employability Skills” tabs. For each, please tick the relevant boxes that best describe your opportunity. Please be as thorough as you can, as this is how students will filter opportunities when searching. Under “Activity Types”, you will find criteria such as area of interest and academic course relevance (indicated below by blue arrow). For “Employability Skills”, you will find a list of skills that volunteers may build upon whilst volunteering with you.

NOTE: If your opportunity is a one-off (“Give it a Go”), please tick the box in the “Activity Types” tab that says “One Off / Give it a Go” (indicated below in red).

Area of Interest

All None

<input type="checkbox"/>	Administration	<input type="checkbox"/>	Homelessness
<input type="checkbox"/>	Animal Welfare	<input type="checkbox"/>	Housing
<input type="checkbox"/>	Arts	<input type="checkbox"/>	Human Rights
<input type="checkbox"/>	Arts and Crafts	<input type="checkbox"/>	LGBTQ+
<input type="checkbox"/>	Befriending	<input type="checkbox"/>	Marketing
<input checked="" type="checkbox"/>	Children	<input checked="" type="checkbox"/>	Men's groups
<input type="checkbox"/>	Communities	<input type="checkbox"/>	Mental health
<input type="checkbox"/>	Community Sport	<input type="checkbox"/>	Outdoors
<input type="checkbox"/>	Cooking/Food	<input type="checkbox"/>	Research
<input type="checkbox"/>	Crime	<input type="checkbox"/>	Social Isolation
<input type="checkbox"/>	Culture	<input type="checkbox"/>	Social Justice
<input type="checkbox"/>	Data Entry	<input type="checkbox"/>	Social Media
<input type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Sports
<input type="checkbox"/>	Elder Care	<input type="checkbox"/>	Teaching
<input type="checkbox"/>	Environmental action	<input type="checkbox"/>	Tutoring
<input type="checkbox"/>	Events	<input type="checkbox"/>	Veteran's Care
<input type="checkbox"/>	Financial Instability	<input type="checkbox"/>	Women's Groups
<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Writing

Academic Course Relevance

All None

<input type="checkbox"/>	Accounting/Finance	<input type="checkbox"/>	Humanities
<input type="checkbox"/>	Administration	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Art	<input type="checkbox"/>	Journalism
<input type="checkbox"/>	Business	<input type="checkbox"/>	Languages
<input type="checkbox"/>	Childcare	<input type="checkbox"/>	Law
<input type="checkbox"/>	Communications	<input type="checkbox"/>	Marketing
<input checked="" type="checkbox"/>	Computer Sciences	<input type="checkbox"/>	Maths
<input type="checkbox"/>	Education	<input type="checkbox"/>	Medical Care
<input type="checkbox"/>	English	<input type="checkbox"/>	Music
<input type="checkbox"/>	Environmental Sciences	<input checked="" type="checkbox"/>	Psychology
<input type="checkbox"/>	Events Management	<input type="checkbox"/>	Research
<input type="checkbox"/>	Fashion	<input type="checkbox"/>	Sciences
<input type="checkbox"/>	Film and TV	<input type="checkbox"/>	Sports Studies
<input type="checkbox"/>	Health and Social Care	<input type="checkbox"/>	

One off / Give it a Go

All None

<input type="checkbox"/>	One off / Give it a Go
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If you have any questions about getting registered or listing opportunities, please email us on volunteering@shu.ac.uk.