

Volunteering Strategy

SUS Executive is asked to:

1. Offer comment on the proposed volunteering strategy

Background

The Executive Officer has been working up a volunteering strategy as part of the wider work in this area through the Professional Development Committee.

Vision

During the three year period to 2014, SUS will work in partnership with Sportscotland, VDS, Glasgow 2014 OC, the Youth Sport Trust and Member Institutions to increase the focus on volunteering in Scotland's tertiary education, to get Institutions thinking about it, planning for it, reviewing it, evaluating it, developing partnerships on it and sharing any learning on it with others.

Strategy

The strategy lays out the outcomes that it is hoped to achieve along with the steps that will be taken to achieve this and is followed by a robust action plan that will be reviewed on an annual basis

Volunteering Guide

A Volunteering guide is in production and this will be launched at conference and included in all delegate packs. This outlines a pathway for volunteering and it is hoped that member institutions can get involved regardless of the amount of work on volunteering completed to date.

STRATEGY FOR VOLUNTEERING 2011 - 2014

Background

Volunteering in Sport

Volunteers are an essential part of sport in the UK and vital for the delivery and survival of those sports. Clubs, which are the very lifeblood of sport, rely heavily on the volunteer support network and the many people that generously give their time to help deliver events and provide opportunities in sport.

It is widely agreed that volunteers in sport are a vitally important resource and contribute over 1.2 billion hours each year to support sport. Voluntary contribution to sport is on such a scale that when quantified it outstrips all other volunteer activity and dwarfs the amount of paid employment in sport.

The SUS Audit identifies in the region of 4000 volunteers in our HE institutions but it is thought that this is a vast underestimation of the actual figure involved.

Benefits realised through volunteering

There are many reasons to why people volunteer. Volunteering can be a route to employment, a chance to try something new and a chance to give positively to a club or community. Volunteering also has many social benefits and is a way that people can meet likeminded individuals and socialise in a local setting. For volunteers the experience can provide purposeful activity, a sense of belonging, social interaction and be good for their own health and wellbeing. Students can benefit through skill and personal development and institutions can benefit through community cohesion and recognition with enhanced local and national profile.

Definitions

The definition of volunteering used for the Strategy is:

"Volunteering is the giving of time and energy through a third party, which can bring measurable benefits to the volunteer, individual beneficiaries, groups and organisations, communities, the environment and society at large. It is a choice undertaken of one's own free will, and is not motivated primarily for financial gain or for a wage or salary."

As such the Strategy is focused on formal or organised volunteering, rather than more informal volunteering activities. It will also promote volunteering as an activity which brings particular values and is distinct from paid work.

Rationale

The SUS Strategy for 2011-2014 commits us to:

"Develop models of best practice to assist the training of professional staff and volunteers."

This will require SUS to:

- Promote volunteering and enhance the profile of active student volunteers and institutions across the sector;
 - Provide appropriate education/support to volunteers;
 - Assess the current volunteering picture for the sector;
 - Develop a strategic action plan for volunteering in partnership with key stakeholders during 2011;
 - Work in partnership with Volunteer Development Scotland (VDS) / Sportscotland / Glasgow 2014 OC and consider working towards the *Investing in Volunteers Standard* by 2014.
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The Strategy

Vision

During the three year period to 2014, SUS will work in partnership with SportsScotland, VDS, Glasgow 2014 OC, the Youth Sport Trust and Member Institutions to increase the focus on volunteering in Scotland's tertiary education, to get Institutions thinking about it, planning for it, reviewing it, evaluating it, developing partnerships on it and sharing any learning on it with others.

Outcomes

By increasing the profile of volunteering in Scotland's tertiary education sector the strategy will seek to achieve the following 3 outcomes:

- **for SUS** – providing a framework for quality standards in volunteer development in Scotland's tertiary education sector and creating a platform for better recognition of the importance of volunteering through SUS;
 - **for volunteers** – ensuring that they have a consistently positive experience, whenever and wherever they volunteer in Scotland's tertiary education sector and that personal development opportunities and sustainable student development pathways are created for the student volunteer;
 - **for member institutions** – improving the experience of members by enhancing the quantity and diversity of volunteers and the effectiveness of their contributions to sport and physical activity delivery, as well as enhancing the profile of member institutions from a local and national perspective.
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Steps to achieve outcomes

To make progress towards achieving the outcomes SUS must:

- be clearer about what constitutes volunteering in Scotland's tertiary education sector to ensure that all volunteers are treated fairly and consistently and have access to appropriate support and assistance;
 - ensure effective leadership in volunteering is in place. A Volunteering Sub-Group will be established to provide national leadership. Locally Institutions must consider how to provide leadership and drive the implementation of the strategy;
 - plan for continuous improvement in volunteering management and establish and demonstrate effective reviewing of local plans;
 - provide advice, support and a template for how to establish a volunteering pathway and opportunities within each of the member institutions;
 - create a positive and consistent environment for volunteering. Working towards the Investing in Volunteers Standard will demand that the whole organisation values, manages and supports volunteers and their contributions;
 - develop a modern, dynamic and robust infrastructure for volunteering by seeking to enter into partnerships with organisations that have relevant expertise, for example local Volunteer Centres and other relevant bodies to identify how they can add value to each others work;
 - broaden the range of people involved in volunteering by ensuring that their volunteering policy is Equality Impact Assessed and barrier free. The Volunteering Sub-group will develop recommendations in conjunction with key national partners on how to support joined up and co-ordinated action;
 - measure the impacts of volunteering and sharing learning. This could be achieved through the Impact assessment toolkit offered by VDS.
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Action Plan

The proposed plan, which will be supported over the next three years by VDS & SportsScotland, is detailed below.

Aim 1

Implement an effective structure to develop volunteering within the tertiary education sector in Scotland

Performance Indicators		Targets		
<ul style="list-style-type: none"> ○ Number of institutions with identified 'volunteering co-ordinators' ○ Number of institutions with suitable volunteering frameworks in place 				
Strategy	Operational Actions	Responsible	Time Frame	
1.0	PDC to facilitate development of volunteering within the TE sector in Scotland	i. PDC to 'take ownership' of strategy	PDC	May 11
		ii. PDC to encourage EXEC to prioritise area of work	PDC	May 11
		iii. Volunteer programmes to be prioritised within SUS business plan.	EXEC	June 11
		iv. Resources to be identified against project	EXEC	June 11
		v SUS to map out model volunteering framework for member institutions	SUS Office	December 11
1.1	Appropriate staff time to be allocated towards this development	i. Importance of volunteering to be stressed during inductions	SUS Chair & Staff (SUS & Members)	Completed for current staff and officers
		ii. Percentage of staff time to be dedicated to volunteer programmes	SUS Chair & Staff (SUS & Members)	Ongoing
1.2	Establish a project group to steer implementation of the volunteering strategy	i. Group to be sub-set of PDC	PDC	September 11
		ii. Group to include PDC rep, AU presidents, SUS staff plus External rep.	PDC	September 11
		iii. Group to undertake work and consultation as required and report back to PDC	PDC	Ongoing
1.3	Create network of key personnel to assist with the development of volunteering at a local level	i. Key individuals to be identified in regional/ local areas	Volunteering Sub-group	October 11 (1 st wave)
		ii. Work of Volunteering Group to be shared with/ shaped by this network via meetings, (regular volunteering newsletter to be produced etc.)	Volunteering Sub-group	Ongoing

		iii. Network utilised as one way of sharing good practice within sector	Volunteering Sub-group	Ongoing
		iv. Volunteering micro site on the SUS website to be established to facilitate information exchange on the volunteering projects that are already taking place	SUS Office	October 11

Aim 2

Effective volunteering frameworks are established within Scottish Universities Sport (hence forth SUS).

Performance Indicators		Targets		
<ul style="list-style-type: none"> o <i>SUS Exec to sign off Volunteering Strategy</i> o <i>SUS Exec to endorse Volunteer Policies and procedures</i> o <i>Resources to be invested in Volunteering</i> 				
Strategy	Operational Actions	Responsible	Time Frame	
2.1	Establish parameters for the role/s of volunteers within SUS & at Member Institutions			
	i. Full list of different volunteer roles to be drawn up	SUS Office	October 11	
	ii. Job descriptions to be written for each post	SUS Office	October 11	
	iii. Establish Parameters for the roles of staff that are looking after volunteering within each of member institutions (aim for this not to be AU Presidents to ensure continuity)	SUS Office	October 11	
2.2	Conduct an evaluation of current volunteering practices within SUS			
	i. Audit/ review current arrangements for selection, training, education, support and reward at all levels (questionnaire, semi-structured interviews etc)	SUS Office	December 11	
	ii. Audit current numbers of volunteers operating within SUS member institutions	SUS Office	September 11	
2.3	Develop key aspects of an effective volunteering framework for SUS			
	i. Relevant policies to be written against key areas (as above)	SUS Office	December 11	
	ii. Policies to be implemented at SUS level	SUS Office	December 11	
	iii. Good practice to be promoted within member institutions/ groups (conference session, inductions of officers, identify training modules etc)	SUS Office / Volunteering Sub-group	Ongoing	

		iv. New resources to be developed and identified locally and nationally to implement change	SUS Office/ Sportscotland	Ongoing
2.4	Implement a system for monitoring, reviewing and developing the volunteering frameworks	i. System for feedback from volunteers to be created (annual returns from SDC's, annual SDC Forum meetings, annual seminar)	SUS Office	Ongoing
		ii. Exit / handover arrangements for volunteer posts to be developed	SUS Office	December 11
		iii. SUS Volunteering Strategy to be internally reviewed annually and externally reviewed every 2 years	PDC	Ongoing
		iv. On-line volunteering log to be established within each of the member institutions to ensure that all of the volunteering projects that are in place are recorded and can be easily monitored and evaluated.	Member Institution Volunteer Coordinators	December 11
		v. Each institution to develop a three year volunteer development plan for their institution.	Member Institution Volunteer Coordinators	Dec 11

Aim 3

SUS to facilitate the establishment of effective volunteering frameworks within member institutions and groups.

Performance Indicators		Targets		
<ul style="list-style-type: none"> o Number of officials trained by SUS o Number of training modules delivered by SUS o Number of volunteer co-ordinators up-skilled by SUS 				
Strategy	Operational Actions	Responsible	Time Frame	
3.1	Member groups establish parameters for the role/s of volunteers within their institutions	i. Job descriptions to be written locally	Volunteering Sub-group	Ongoing
		ii. Resource commitments to be made by member institutions/ groups	Volunteering Sub-group / institutions	Ongoing
3.2	SUS to develop systems for ongoing evaluation of volunteering practices within member groups	i. Audit of training/ induction procedures to be done annually	PDC	Ongoing
		ii. Results of audit to shape SUS training and support	PDC	Dec 11

		iii SUS to design and deliver appropriate training programmes and resources across the sector	PDC/ SUS Office/ partner agencies	Ongoing
		iv. Mechanisms for volunteer feedback to be identified and put into action	PDC/ SUS Office	Ongoing
3.3	SUS to work with key partners to create and deliver resources for volunteer development and support on a local and national level	i. SUS to engage partner agencies (volunteer centre, sportscotland etc) in developing volunteering practice within TE sector (e.g. regular meetings, conference sessions, etc)	SUS Office	Ongoing
3.4	SUS to provide support to member groups for development of key aspects of an effective volunteering framework	i. SUS to source, develop and deliver good practice resources within volunteering	SUS Office	Ongoing
		ii Good practice/ example guides to be developed	Volunteering Sub group	June 11
		iii. SUS Staff to be available to member institutions for consultancy	SUS Office	Ongoing
		iv SUS to provide appropriate training and support to member institutions and their volunteers (website, interest groups etc)	Volunteering Sub group/ SUS Office	Ongoing

Aim 4

Member institutions/ groups to prioritise the development and management of volunteers at a local level.

Performance Indicators		Targets		
<ul style="list-style-type: none"> o Institutions to have volunteer frameworks in place o Institutions to be delivering volunteer training and development in house o Institutions to include volunteering in long-term sport strategies/ planning 				
Strategy	Operational Actions	Responsible	Time Frame	
4.1	SUS to promote the importance of volunteer work within the delivery of TE sport in Scotland	i. Shared statement on volunteering to be written and circulated widely within TE sector and beyond	Volunteering Sub Group	October 11
		ii. Workshops on volunteering to be necessary part of AU President inductions	SUS Office	Ongoing
		iii Dedicated volunteering micro site on the SUS website to be created	SUS Office	October 11

		iv. Student volunteer of the year and staff volunteer of the year to be recognised and awarded every year at the SUS annual awards dinner.	SUS Office	Ongoing
		v. Develop an institution pathway progress award to be given out annually.	PDC	June 12
4.2	SUS to lead on developing and sharing good practice within volunteering	i. Regular sector updates on volunteering	SUS Office	Ongoing
		ii. Evolution of national award/ recognition scheme	PDC	June 12
		iii. Use of SUS website to be maximised	SUS Office/ Marketing Sub group	Ongoing
		iv. The SUS volunteering guidebook to be updated on an annual basis with new examples of good practice from across the sector annually.	Volunteering Sub Group	Ongoing