

SVS VOLUNTEERING DEVELOPMENT TEAM

023 8021 6002

[volunteer@southamptonvs.org.uk](mailto:volunteer@southamptonvs.org.uk)

[www.southamptonvs.org.uk](http://www.southamptonvs.org.uk)

### Southampton Voluntary Services Opening Times

**Monday to Friday**

**9.30am - 4.00pm**

Information can be posted, emailed or faxed to you

#### Parking

SVS has five short stay parking spaces for **deliveries only** situated at the rear of the building along with two disabled spaces.

There is two hour parking on St Mary's Street, all day parking in the East Street Shopping Centre car park and on-road meters around Hoglands Park opposite the Voluntary Action Centre.

SVS is the umbrella organisation for the local voluntary sector and provides an independent voice and support, as well as managing projects.

SVS receives funding and support from many organisations, public bodies and charitable trusts.



**Southampton Voluntary Services**

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Company No. 3515397

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**Southampton Voluntary Services**

**Voluntary Action Centre Kingsland Square St Mary's St Southampton SO14 1NW**

**website:** [www.southamptonvs.org.uk](http://www.southamptonvs.org.uk) **email:** [volunteer@southamptonvs.org.uk](mailto:volunteer@southamptonvs.org.uk)

**tel:** 02380 228291 **fax:** 023 80 222929

## Recruiting Volunteers Guide

Southampton Voluntary Services, 'SVS' offers an array of services designed to help and support everyone who works with volunteers.

The SVS Volunteering Development Team work in partnership with Voluntary and Community Organisations, the Private & Public Sector, and individuals' interested in volunteering, to broker mutually beneficial relationships.

There are many benefits to volunteering such as learning new skills, meeting new people, gaining confidence and much more, this can help towards future goals whether that is employment, further education or simply a sense of achievement and satisfaction.

Charities and Voluntary Organisations can gain added value by including volunteers in their work. They can bring a diverse range of expertise, support for staff and satisfaction to the organisation of knowing that they are helping others benefit. Not only this but they can become great advocates, passing on their volunteering experiences to others.



**promoting voluntary action**



This should be read in conjunction with the Southampton Voluntary Services Volunteer Charter and Involving Volunteers leaflet.

### Before You Start

Do you have the resources to support volunteers?

What will the volunteers' role be?

Are there particular skills or experience that the volunteer would need?

What will your application process involve?

What measures can be put in place to retain volunteers?

Do you have the correct volunteer policies and procedures in place?

### Writing Adverts Top Tips

To advertise your volunteering opportunities on the Do-it Website and at the Volunteering Information Sessions. You will need to complete the opportunity form, this can be obtained by email: [volunteer@southamptonvs.org.uk](mailto:volunteer@southamptonvs.org.uk) or posted to you. See contact details on opposite page.

- Create inspiring and exciting opportunity descriptions, making sure they are clear and easy to read.
- Tell potential volunteers why and how their help will make a difference to your organisation, (e.g. "One more pair of hands at our youth group means four more young people can take part in the group")
- Never use acronyms
- Do not assume potential volunteers know what your organisation does.
- Using CAPITAL LETTERS will make your advert harder to read.
- Give in-depth information about where the volunteering role takes place (this could include bus routes and parking information).
- Good spelling is important, always double check your opportunity.
- Consider how people read websites, remember they rarely read the whole text but tend to scan.
- Keep the word count down; too much writing can put people off.

### Southampton Voluntary Services Can Promote Your Volunteering Opportunities

- Online at [www.do-it.org.uk](http://www.do-it.org.uk), a national volunteering website, potential volunteers can search and apply for volunteering opportunities.
- In-house at Volunteering Information Sessions, potential volunteers can obtain further information about becoming a volunteer, look through current opportunities and apply for them. This also happens during the SVS the 'Late Night Drop-in' Volunteer Information Session.
- Across Hampshire, SVS can pass on your opportunity details for promotion across the County if applicable.
- SVS has links with both Universities in Southampton and can pass on your opportunity details for promotion to the local student population.
- For SVS to promote your opportunities you will need to fill out an Opportunity Registration Form, this will ask for detailed information about the volunteering role.

### What Happens Next?

If volunteers express an interest in your opportunity SVS will contact you directly with information about the volunteer. It will then be your responsibility to contact the volunteer and give them further details about your recruitment processes.

You will need to keep SVS up to date with any changes to your contact details or the volunteering role, including when the role has been filled.

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