

**Volunteer Management**

**Organisational Enrolment/Assessment Form**

**Together We Can**

**This assessment aims to identify the training and development needs of your organisation around volunteer management.**

**ORGANISATIONAL DETAILS**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Contact Person** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

**PAID STAFF DETAILS**

|  |  |
| --- | --- |
| Number of full-time staff ? |  |
| Number of part-time staff ? |  |

**VOLUNTEER DETAILS**

|  |  |
| --- | --- |
| Number of Volunteers (part and full time) ? |  |
| Number of Management Committee Members? |  |

**VOLUNTEER ROLES**

|  |  |
| --- | --- |
| **Role description** | **Notes** |
| 1. What volunteer roles do you currently have? 2. How many volunteer roles do currently have? |  |
| What volunteer roles are you interested in developing? |  |

**SUPPORT STRUCTURES**

|  |  |
| --- | --- |
| **Induction and Support** | **Notes** |
| How do you organise the induction of volunteers and who does this? |  |
| What are the main strengths and weaknesses of you current volunteer induction? |  |
| Do you have a Volunteer Coordinator? |  |
| How do you currently organise volunteer management and who does this? |  |
| What support and supervision do you provide volunteers? |  |
| What are the main strengths and weaknesses of your current volunteer management arrangements? |  |
| What are your training needs around managing volunteers? |  |
| How do you currently recognise the contribution of volunteers? |  |
| How do you monitor and evaluate your volunteering programme? |  |

|  |  |
| --- | --- |
| **Development Opportunities** | **Notes** |
| What are the main opportunities for developing volunteering in your organisation? |  |
| What are the main opportunities for collaborating with other organisations to develop volunteering? |  |

**POLICIES AND PROCEDURES**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential /Desirable** | **Currently in place** |
| Health and Safety policy | Essential | YES/NO |
| Equal Opportunities policy | Essential | YES/NO |
| Risk Assessment for role | Depends on role | YES/NO |
| Volunteering policy | Desirable | YES/NO |
| Expenses (travel, food, childcare, etc.) | Desirable | YES/NO |
| Insurance | Essential | YES/NO |
| Volunteer Handbook | Desirable | YES/NO |
| Volunteer Agreement | Essential for F/T  Desirable for P/T | YES/NO |
| Process for DBS checks | Essential | YES/NO |
| Safeguarding policy | Essential | YES/NO |
| Recognition/Accreditation for volunteers | Desirable | YES/NO |
| Volunteer Problem solving procedure | Desirable | YES/NO |
| Disabled Access | Desirable | YES/NO |
| Quality Standards e.g. Investing in Volunteers, REACH | Desirable | YES/NO |