**Student-led Volunteering Project
Document of Responsibilities**

**Student Group Name: [Student Group Name]**

This document is to be used by Volunteering Projects to outline the key responsibilities and expectations of Project Leaders for the [\_\_\_\_] academic year. Below is also a section to be used when Volunteering Projects work alongside an external organisation to deliver Student-led Volunteering Projects. The document should clearly identify the agreed responsibility & accountability for each aspect of the opportunity, as well as identify the steps that have taken to ensure the safety of volunteers.

**Volunteering Project Details**

**Project Aims**

1. [Aims]

**Project Leaders**

Project leaders are students who ensure the smooth running of the project. Each project should have a minimum of two project leaders, with one of them being the Head Project Leader, in order to support each other with responsibilities, and whilst every project is different, as a project leader they all share some common responsibilities and core expectations.

**Project Leaders will**:

* Take a motivational lead to support volunteers and achieve the project aims.
* Recruit and retain new and existing volunteers.
* Ensure the health and safety of volunteers and the overall project.
* Be a key contact between UndebAber, volunteers and where necessary external organisations.
* Oversee the project finances.
* Oversee the project email and website.
* Support a culture of inclusiveness, respect and understanding.
* Attend any mandatory training provided by UndebAber or affiliated organisations.

**Head Project Leader**: is the main point of contact for UndebAber, they take on overall responsibility for the organisation, finances, and effective running of the Volunteering Project. They will bring together all project leaders to deliver a rich and rewarding experience for volunteers, actively seeking support from UndebAber where needed.

**Additional Role Descriptions**

There may be times where additional roles and responsibilities need to be outlined, these can be added below.

|  |
| --- |
| **Additional Role Descriptions** |
| **Head Project Leader** |
| **Project Leader** |
| ***e.g. Social Media and Engagement Lead**** *Looks after the project’s social media channels, providing a diverse range of content that fosters engagement*
* *Actively identifies engagement opportunities to draw in a diverse range of student volunteers*
* *Attends project activities to give live coverage on social media channels*
* *Takes a proactive approach to engagement, interacting with external organisations, the SU, and students on social media*
* *Directs queries received thought to the projects social media channels to relevant project lead or individual*
 |
| ***[Add more where necessary]*** |

**Appointment of Project Leaders**

Project Leaders will be appointed via an application and interview administered by Undeb Aber. Appointments for the following academic year will be conducted in Term 2/3. Where vacancies occur in the project leader team a supplementary appointment process can be organised with Undeb Aber staff.

**Applications & Shortlisting**

* Applications will open for all students registered with the project via the Undeb Aber website
* Interview panel will shortlist applications based on an existing scoring matrix
* Shortlisted candidates will be invited to interview

**Interviews**

* They will be hosted in-person or online depending on the candidate’s choice
* Questions will be sent out to candidates in advance
* Candidates will have an opportunity at the end to ask any questions they have about their role and the project
* The interviews will be scheduled for roughly 15 minuets

The interview panel will consist of:

|  |  |
| --- | --- |
| **Head Project Leader​** | **Project Leaders​** |
| Outgoing Head Project Leader​Volunteering Coordinator​Student Opportunities Officer​ | Outgoing Head Project Leader​Incoming Head Project Leader​Volunteering Coordinator​Student Opportunities Officer​ |

In certain situations, Project Leaders may be appointed utilising elements (but not all) of the process outlined above at the discretion of Undeb Aber staff.

**External Organisations***We ask all external organisations to* [*register as a provider*](https://www.abersu.co.uk/teamaber/volunteering/providers/) *with us so we can ensure appropriate documents are in place for affiliation.*

|  |  |
| --- | --- |
| **External Organisation Name:**  | **Website:**  |
| **Lead Contact Name:**  | **Lead Contact Email:**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Steps taken** | **Responsibility of** | **Agreed by** | **Date** |
| *e.g. Organisation of activities* | *Date, time and room booking confirmed* | *Project Leaders / Affiliated Organisation(s)* |  |  |
| *Activity confirmed and communicated to volunteers* | *Project Leaders* |  |  |
| *Risk Assessment sent to SU*  | *Project Leaders* |  |  |
| *Check event or activity is suitable and in line with project aims* | *Project Leaders* |  |  |
| *Equipment sourced* | *Affiliated Organisation(s)* |  |  |
| *e.g. Volunteer Training* | *Affiliated Organisation(s) specific training* | *Affiliated Organisation(s)* |  |  |
| *e.g. Volunteer Support*  | *Ensuring volunteers understand their roles and can successfully contribute to the project* | *Project Leaders* |  |  |
| *Dealing with issues that arise with student roles, the running of the project and signpost where needed* | *Project Leaders* |  |  |
| ***[Add more where necessary]*** |