

Come to our drop-in!

We're really pleased you're thinking of volunteering. If you're planning to come and see us, reading this leaflet will help you to find out what you can expect from your visit, and what the next steps will be.

Our drop-in opening hours

Tuesday, 10am – 4pm. Excepting bank holidays and public holidays such as Christmas (you can see our website for more information on holiday opening times). No appointment needed.

What you can expect at the VC drop-in

You'll meet a volunteer advisor who will ask you about your interests and what you'd like to gain from volunteering. Your answers will help us find the right roles for you. We'll also ask for details such as age range & ethnicity to help us ensure that we welcome everyone in the city.

We won't suggest a role – only you can decide what suit you best, but once you've decided we can reach out to the organisation on your behalf or you can call them in your own time.



How long will a chat with an advisor take?

Usually 20 – 30 minutes. It's quickest if you already have a good idea what kinds of roles you're seeking. Occasionally it may take a little longer, for example, if the advisor has to provide additional support.

What kinds of roles are available?

- In areas such as: befriending & buddying, admin, marketing, media, fundraising, public speaking, sports coaching, gardening & more!
- Most involve 3 – 6 hours a week, although occasionally a role might involve two or more days a week
- Roles are being filled all the time and new ones being advertised, so expect some variation in the range of roles available at any given time. If you don't find a role immediately it's worth keeping an eye out, as new roles are constantly being added.

Register on our website to receive our **monthly Bulletin**:

<https://www.sheffieldvolunteercentre.org.uk/get-the-bulletin/>

This is a listing of the latest volunteering roles.

How long will I have to wait to be seen by an Advisor?

- There isn't usually a queue. Sometimes you may find one or two people in the queue ahead of you. We try to have two Advisors so you shouldn't have to wait too long before you're seen.

What next once I've identified a volunteer role that I like?

- We can send a message to the organisation to express interest in a role on your behalf
- We can call them on your behalf
- You'll receive info & details on how to apply from the organisation.

How soon will I be able to start volunteering?

Depends on the recruitment process (see next point). You can sometimes dip into one-off events, gardening days and some environmental roles.

How do I start volunteering?

The recruitment process depends on the role and the tasks it involves:

- You'll be asked to attend an informal chat or an interview
- They'll send you a pack including a simple application form
- The organisation will usually ask for two referees
- If you'll be working with young people or vulnerable adults you'll need to have a DBS check. This can take about four weeks.

What will happen when I start volunteering?

You'll be welcomed and will go through induction (learning all about the organisation, its people and daily activities). You will also get training relevant to the role – one of the great benefits of volunteering.

Who we work with

- People looking for volunteer roles
- Organisations that don't purely operate for profit and work to benefit the community, e.g. community groups, charities, statutory bodies & social enterprises.

Is there anything else important that I should know?

- Most organisations tell us if they no longer need volunteers. If you apply for a role & find it has already been filled please tell us.
- Sometimes organisations can be slow to respond to your inquiry or application. This is usually due to a shortage of staff & resources. If this happens to you, we suggest you give them a week and contact them again. You can always come back and see us again too.

Search for Sheffield-based roles in our website:

<https://www.sheffieldvolunteercentre.org.uk/about-volunteering/>

Search online for roles in Sheffield:

Search on-line

Login or Register

Typical rights & responsibilities

As a volunteer you have a right to:

- Travel expenses
- Induction and relevant training
- Support and supervision
- Safe working conditions
- Insurance cover
- Being treated in accordance with an organisation's equal opportunities policy
- Access to a complaints procedure

Your responsibilities are to:

- work within the organisation's policies & procedures (these will be explained to you)
- Work within the boundaries of the volunteering task profile
- Maintain confidentiality as needed
- Inform the organisation's Volunteer Manager of any problems

Where to find us

Volunteer Centre Sheffield
The Circle, 33 Rockingham Lane
Sheffield, S1 4FW

0114 253 6649

vc@vas.org.uk

www.sheffieldvolunteercentre.org.uk

