

## UNIVERSITY OF BATH STUDENTS' UNION

### 18 month Operating Plan 2007/2008

#### Specific Objectives

#### Volunteer Bureau

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
Diversity PR/Reputation	Research and recruit staff as volunteers	Contact other University Volunteer Centres to research good practice Promote volunteer opportunities for staff via University Website/Staff E Bulletin/Bathstudent.com/specific Departments Promote profiles of staff volunteers via local/campus media	X5 University Staff recruited for volunteer projects X1 staff profiles featured on Bathstudent.com and University website	N/A	Vol Coordinator Suactivities
Diversity	Deliver SU Staff volunteer taster session	Research appropriate volunteer taster session to be held over a weekend Recruit SU Staff to volunteer on taster session Evaluate	X1 SU Staff volunteer taster session delivered X5 SU Staff volunteers recruited Evaluation produced	£50 travel	Vol Coordinator Suactivities
Diversity PR/Reputation Student Engagement Student Involvement	Continue to implement Investors in Volunteers Standard (IIV)	Aim to have all main actions in place by Sept 07 Effective promotion of volunteer good practice/procedures to volunteers especially inbetween Oct – Nov 07 Continue to monitor actions for each area to keep on track with timescales	All areas to have completed actions by Sept 07 IIV ready to go 'live' by Oct 07 Good volunteer practice across SU Obtaining IIV Standard by Nov 07	<i>Need to see what is left over from the IIV budget as this is for 3 years in total</i>	Vol Coordinator Su Activities Membership Services Manager

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
		Selection of volunteers interviewed	Increased opportunity to obtain funding as The Volunteer Centre will have IIV as a kitemark		
<b>Student engagement Hand S/Risk Management</b>	Monitor Volunteer Practice and Procedure Union wide	<p>Ensure volunteer practice and procedure continues to be promoted to volunteers via website/Impact/emails/noticeboards etc</p> <p>Monitor processes such as risk assessments, selection procedure and role descriptions are created for any new relevant projects</p> <p>Ensure policies are reviewed annually</p> <p>Ensure review dates are recorded on all policies</p> <p>Volunteer related issues communicated across the SU</p> <p>Annual questionnaire monitoring whether students are informed with volunteer good practice</p>	<p>Areas more informed on volunteer practice</p> <p>Websites updated with current volunteer practice/procedure</p> <p>Students more informed on volunteer practice</p> <p>Feedback received</p> <p>The Volunteer Centre more interactive with areas across the SU</p>	£10 Photocopying	Vol Coordinator Su Activities Membership Services Manager
<b>Student Engagement Student Involvement</b>	<b>Develop Volunteer Executive</b>	<p>Exec meetings held every 6 weeks</p> <p>A minimum of 4 of these meetings to gain feedback on volunteer experience directly linked to 'You said, We did'</p> <p>Continue to promote IIV process</p> <p>Produce minutes and agendas</p>	<p>Promote feedback from focus group on the web</p> <p>Evidence of 'You said, We did' Action relevant suggestions from focus group</p> <p>Promotion of IIV and policies and practices</p>	£30 refreshments	
<b>Student Engagement Student Involvement</b>	<b>Create On Line Survey/Questionnaire</b>	<p>Create a survey/questionnaire to gain feedback on both The Volunteer Centre and volunteering across the SU</p> <p>Collate feedback into a report</p> <p>Promote 'You said, We did' on noticeboard and website</p>	<p>X2 surveys completed – one per semester</p> <p>X2 reports produced</p> <p>Reports to state future actions as evidence of 'You said, We did'</p> <p>Feedback from each area of the</p>		

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
		<p>Distribute questionnaire at Volunteer Thankyou Party</p> <p>Other areas to distribute and promote to their volunteer groups - - Questionnaire to have generic set of questions on volunteer experience but with additional questions added on that are specific to each area</p> <p>Advise Committee groups to put questionnaire on agenda</p>	SU that has volunteer groups		
Student Engagement PR/Reputation	Research viability of continuing Oldfield Park Project	<p>Research funding possibilities via BANES Youth Service</p> <p>Report on overall project for 2006/7</p> <p>Research whether a good use of time to continue</p>	<p>Development of relationship between students and community in Oldfield Park</p> <p>Networking with BANES Youth Development team/Bath Spa University</p> <p>X4 Volunteers recruited</p> <p>X1 Outreach Worker recruited</p> <p>X 2 articles in The Chronicle</p> <p>X 4 community events/activities</p>		Vol Coordinator Su Activities Vol Co-ordinator at Bath Spa
PR/Reputation Diversity Student Involvement	Deliver older person's 'Befriending Scheme' in Oldfield Park	<p>Contact Volunteer Coordinator at Age Concern</p> <p>Work jointly with Age Concern</p> <p>Recruit volunteers</p> <p>Publicise scheme to external community</p> <p>Organise training sessions with Age Concern</p> <p>Produce risk assessment</p> <p>Monitor progress</p> <p>Research funding possibility</p>	<p>X 5 mentors recruited</p> <p>X1 article in The Chronicle</p> <p>Evaluations completed</p>	£50 travel expenses £10 photocopying	Suactivities Vol Co-ordinator Vol Support Worker
Diversity PR/Reputation Student Involvement	Multi Cultural Scheme	<p>Continue to work with Envolve and 'Supporting Black Families' Director (Jason Pegg)</p> <p>Approach x5 local primary schools promoting the scheme</p> <p>Recruit volunteers from X3 relevant</p>	<p>Responsibilities divided between myself and Jason Pegg</p> <p>X 5 multi cultural sessions delivered</p> <p>X1 article in The Chronicle</p>	£50 Travel	Suactivities Vol Co-ordinator Vol Support Worker

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
		societies and/or X 5 international students			
PR/Reputation Diversity Resource Generation	Volunteer Partnership	Restart Volunteer Partnership meetings but with relevant attendees, ie – Manager of the local Volunteer Centre, Volunteer Coordinator of Bath Spa University and MV Coordinator	X 3 meetings per year Good networking/contacts	£20 travel	Vol Co-ordinator
Resource Generation Diversity	Obtain 'V' (previously known as Russell Commission) funding	Work with Volunteer Partnership (MV, Bath's Volunteer Centre and Bath Spa University) when bidding for funding	Funding obtained Successful partnership/networking with local organisations	N/A	Suactivities Vol Co-ordinator MV Local Volunteer Centre
Diversity Student Engagement	Promote projects to relevant depts across the University	Promote area/projects widely especially to departments including International Dept/Social Policy/Physcology/School of Management	An increase from 270 applications in 2006 to 300 volunteer applications in 2007/8 Volunteers experience an effective placement	N/A	Vol Co-ordinator Vol Support Worker SU activities SCA Chair
H and S	CRB checks carried out where relevant	Monitor CRB checks	All students volunteering with children/vulnerable adults are CRB checked	£100 Photocopying £50 postage	Vol Coordinator Vol Support Worker SCA Chair
PR/Reputation	Volunteer Coordinator to attend IAVM Volunteer Manager's Conference	Attend IAVM Conference annually	Improved knowledge on management/volunteer issues which is at the right level of learning Good networking	£500 Training budget/IIV	Vol Coordinator
PR/Reputation	Volunteer Support Worker/Su Activities Officer to attend WISCV Conference	Attend WISCV Conference annually	Staff trained in volunteer issues Improved knowledge on volunteering Networking with 'volunteer' staff nationwide	£300 Training budget/IIV	Vol Coordinator Vol Support Worker

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
			3 Learning Agreement Forms completed		
<b>PR/Communications</b>	Attend regional WISCV meetings	Remain on WISCV mailing list Attend WISCV meetings	Attend 3 regional meetings Staff training in volunteer issues Improved knowledge on volunteering Good networking Distribution of minutes to other staff when relevant	£50 travel	Vol Coordinator
	Research 'Excellence in Volunteer Management' training	Look at Volunteer England website to research whether viable for Volunteer Coordinator to enrol onto this course	Development of staff training in volunteer management	??? <b>Training/IIV</b>	Vol Coordinator
	Research whether to deliver Alternative Careers Week	Contact SU Line Managers/Sabbs to see who they could invite to deliver sessions Contact Careers Service to see if they would like to get involved Contact external organisations to see if they could support – The Volunteer Centre/MV Include section in SORTED Booklet	The Volunteer Centre is widely promoted internally and externally X7 sessions delivered during 1 week X50 students attending overall sessions X7 organisations delivering sessions	£50 photocopying	SU activities Vol Coordinator Vol Support Worker
<b>Diversity PR/Communications</b>	Volunteer Centre promo in Union Guide	Update existing Volunteer Centre info for the Guide Give content to Marketing Dept by end of July Produce A5 leaflets with general promo for Volunteer Centre Distribute at Soc's and Fresher Fairs/library stands/depts/general promotional events etc	The Volunteer Centre is widely promoted	£100	Vol Coordinator Su Activities Marketing Dept Vol Support Worker
<b>PR/reputation H and S</b>	Continue to expand volunteer training	Section in SORTED programme with volunteer related sessions	4 volunteer related training sessions delivered		SUActivities Vol Coordinator

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
Diversity	programme as part of SORTED	Include training on development of skills gained whilst volunteering and how to promote these on CV/interviews	Evaluation forms completed after each training session Good networking with volunteer organisations Promotion of volunteering in general Working jointly with Careers		SORTED admin Rag Administrator
PR/Reputation Diversity	Hold 1 volunteer fair run jointly with careers in Sem 2	Network with Careers for maximum number of volunteer stands at the Vacation Work and Volunteer Fair in February Maximum PR	15 organisations present at fair PR in The Chronicle/IMPACT/Staff E bulletin for above Stats linked to number of volunteers interested/recruited by volunteer organisations at both fairs Evaluation forms for both events	£300 for photocopying/postage/refreshments/hire of sports hall	Vol Coordinator Suactivities Vol Support
PR/Reputation Diversity Resource Generation	Promote CSV Make A Difference Day	Deliver a one day project in local community at the end of October PR locally Promote to International Dept Promote to university wide Evaluation forms for feedback	Extensive PR in The Chronicle/Impact/E Bulletin 10 student volunteers involved in the project Working jointly with Bath Spa and Bath City College Evaluation of event	£50 Travel	Vol Coordinator Suactivities Vol Support
PR/Reputation Diversity	Promote student volunteers week	Deliver 2 one day community projects in Feb 2007 PR locally Evaluation forms for feedback	Extensive PR in The Chronicle/Impact/E Bulletin 20 student volunteers involved in the projects Working jointly with Bath Spa and Bath City College Evaluation of event	£50 travel	Vol Coordinator Suactivities Vol Support SCA Chair
Student Involvement	Work with Enterprise Co-ordinator to send 2	Identify students who will benefit most from attending event and identify appropriate	Students identified and funds raised for students to attend European Finals	£120 flights (staff)	Student Enterprise Co-ordinator

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
PR/Reputation	students to European SIFE competition and attend finals event in September in Warsaw	sources of funding – eg Careers Enterprise Bursary Scheme.  Report prepared by students and evaluated and fed back to SIFE team.	Event. Event attended and report fed back to SIFE team and evaluated by Volunteer and Student Enterprise Co-ordinators	£75 x 3 nights (staff hotel costs) Student hotel covered by SIFE – Enterprise Bursary Scheme bid for flights	Volunteer Co-ordinator
Student Involvement PR/Reputation	Work with Volunteer Co-ordinator to establish and support SIFE (Students in Free Enterprise) project and enter student team into UK competition.	Attend UK SIFE workshops, hold regular planning meetings, engage students and promote and support project.	Workshops and SIFE competition events attended (with Bath student teams present/entering )	£100 (rail fares for staff and students) – share the student costs with Volunteering  £100 staff hotel costs  Above to come out of Training budget	Student Enterprise Co-ordinator  Volunteer Co-ordinator
Student Involvement PR/Reputation	Work with the Volunteer Co-ordinator to promote a social enterprise project	Schedule meetings to identify opportunities for collaboration.  Plan project and engage students in idea.	BANTER and volunteering students working together on social enterprise project. Successful project planned and implemented.		Student Enterprise Co-ordinator  Volunteer Co-ordinator
PR/Reputation	Continue to promote opportunities widely via the media	Liaise frequently with The Chronicle/IMPACT/URB/Bath Fm	4 articles in IMPACT 8 articles in The Chronicle Positive PR aimed at local community	N/A	Vol Coordinator Vol Support SLC Coordinator
PR/Reputation Diversity	Volunteer Thankyou Party	Obtain funding for event PR Maximum number of volunteers/staff present	60 people attending Funding obtained Article in The Chronicle/IMPACT Evaluation of volunteering service	£500	Vol Coordinator Suactivities Vol Support Rag

<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Success Measures</b>	<b>Budget</b>	<b>Responsibility</b>
		Questionnaire to gain feedback on volunteering service			Administrator
<b>Pr/Reputation</b>	Mini volunteer report each semester	Produce a report each semester highlighting statistics from the volunteer area Present report at relevant meetings	Regular monitoring of area Comparison of report to the volunteering development plans to monitor actions/numbers being completed Promotion of area to other staff ensuring good communication across SU	£50 photocopying	Vol Coordinator Suactivities Vol Support Rag Admin
<b>Diversity</b>	Increase number of international student volunteers	Good communication with International Dept Evaluation of numbers of international students volunteering via Bathstudent.com/G Comma groups	Increase in numbers of international students from 20% to 23% of total number of volunteers	N/A	Vol Coordinator Suactivities Vol Support SCA Chair Rag Admin
<b>Diversity</b>	Increase number of male volunteers	Research how other volunteer centres recruit males Have a 'we want men' campaign Promote The Volunteer Centre at Funky Guppy and other relevant events	An increase in male volunteers from 25% to 30% of total number of volunteers	N/A	Vol Coordinator Su Activities Vol Support Worker SCA Chair Rag Admin