



## Get Involved Partners' guide to volunteering



Royal Holloway  
University of London





“The students genuinely wanted to give something back to the community.”

**Maureen Clark, Surrey County Council  
Youth Development Service**

### **Community Action Volunteering**

This guide gives you all the information you need to get involved as a Community Action partner to Royal Holloway, University of London.

Royal Holloway's Community Action is building bridges between the College and our communities, enhancing the quality of life in disadvantaged sections of the community, and allowing students and staff to gain new perspectives and skills. We exist to connect, train and support our volunteers in the community.

The growing volunteer culture we have is becoming just as much a part of university life as playing sports, joining a society or going to the Students' Union. A good number of our clubs and societies get involved with volunteering as a team.

Volunteering is one of the most rewarding activities, builds a positive community spirit, enhances transferable skills for employability, and is a fun way of meeting new people.



### **Community Action Team**

The team is led by the Community Action Volunteer Manager, assisted by the Community Action Support Worker. Community Action works with many other areas of the College, such as the Students' Union, RHUL Sport, Widening Participation, Careers, Development, Sustainability and various faculties and departments.

A small team of trained student ambassadors support Community Action in a committed ongoing manner. They promote volunteering across campus and lead project teams in the community – all whilst engaged with volunteering themselves.

### **Community Action Volunteers**

There is an online registration form which students and staff complete to become a volunteer. They are then kept updated with volunteering opportunities via email and through the website. We also advertise opportunities to the wider College community at various times during the year.



“Volunteering has been a thoroughly rewarding experience; I’ve been responsible for helping others within the local community, and developed strong bonds with the volunteering team.”

**Robin Green, MSc Human Neuroscience**



### **Community Action Accreditation**

‘Get Recognised’ is our annual feedback time for volunteers and community partners to communicate and record volunteering activities that have taken place over the past academic year for accreditation. Volunteers receive accreditation at a Volunteering Awards celebration evening, attended by our partners. In the lead up to the event, partners are asked to nominate volunteers who have stood out in the areas of leadership, dedication and achievement. This event includes the presentation of the Mayor’s Cup to our Volunteer of the Year and other national volunteering awards made.

### **The Duke of Edinburgh’s Award**

Supported by the Students’ Union activities office and the DofE Runnymede Award Unit, this challenging and rewarding personal development programme is run in three levels – Bronze, Silver and Gold. It includes sections such as Volunteering, Skills, Physical Recreation, Expedition and Residential Project. Volunteers may request partners to approve their volunteering hours as part of this award scheme.

### **Community Action Projects**

Volunteer project opportunities are categorised into 12 sections to make it easy to find the type of projects volunteers are looking for. This guide serves as only a summary of the category sections. For a more detailed description of projects visit:

**[www.rhul.ac.uk/CommunityAction](http://www.rhul.ac.uk/CommunityAction)**

### **Community Action Online Noticeboard**

Partners are welcome to email the details of special events, volunteer internships, training opportunities, community and voluntary sector job vacancies and one-off volunteer opportunities to be advertised on the noticeboard.

### **Community Action Seasonal Volunteering**

On an annual basis Community Action gathers an online list of specific volunteering opportunities where our volunteers might be able to assist with seasonal volunteering; these being in preparation for Christmas and during the summer vacation.



“The volunteer team were brilliant and worked really hard. We were so pleased with the results.”

**Molly Andrews, Lynwood Residential Home,  
BEN – the automotive industry charity**

### Community Action Events

Partners can make project requests for a volunteer team to complete a specific practical task as part of our regular event initiatives (there is also opportunity for project funding to be allocated too). This can be done through the ‘Community project request form’ online.



#### Make A Difference Day

(MADD) is a national initiative to serve the community. This is our volunteering taster event during Get Involved week in term one.



**The BIG Spring Clean** is part of National Student Volunteering Week in term two and helps make the local community a cleaner environment.

**Volunteering Week** is part of National Volunteering Week at the end of term three. It includes community projects, campus workshops and sports sessions.

For specific dates see the online calendar.



### Volunteering





## Get involved

visit: [www.rhul.ac.uk/CommunityAction](http://www.rhul.ac.uk/CommunityAction)  
to register as a partner.

### Community Action Partners

Our registered partners are a growing network of local community organisations who provide ongoing volunteering opportunities. Our partners are important to us and we look to develop good working relationships throughout the year. Community Action works closely with other agencies such as Volunteer Centres, Borough and County Councils and Volunteering England.

There are many benefits for community organisations and charities to recruit volunteers - many of which would simply not exist without their ongoing support. Volunteers can bring diversity and fresh perspectives, which are great to help inject new ideas and skills that can grow the services offered to reach a wider group of users.

Some of our current partners include: Age Concern, Ashford & St Peter's Hospital, Barnardo's, Battersea, Bright Lights, British Heart Foundation, CAB, Egham Museum, Egham Youth Centre, Hillingdon Social Services Asylum Team, Manor Farm Day Centre, Merlewood Residential Home, Nacro, One-to-One, Runnymede Alzheimer's Society, SAVI, Scouts, Spelthorne Community Network, The National Trust, The Swan Sanctuary, and Victim Support. A full list can be found on our website.

There are several ways we work with partners:

- An **online profile** on our website promotes the volunteering opportunity
- The annual **Volunteering Fair** gives our partners the opportunity to host a stall on campus and directly assist with recruiting volunteers
- **Get Involved Week** when partners host an introductory session on campus, as a stepping stone towards volunteers getting started

### To become a partner is as simple as abc

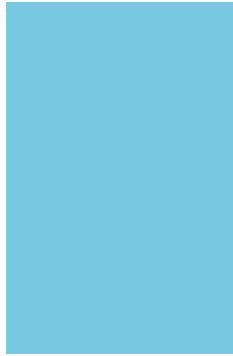
- Go to [www.rhul.ac.uk/CommunityAction](http://www.rhul.ac.uk/CommunityAction)
- Click on 'Community Partners' and follow the registration link
- Click on 'Community Action registration form' and register as a new Community Action Partner

- **Get Recognised** accreditation provides the opportunity to be nominated for the Community Action Partner of the Year award.

### It's easy for volunteers to get involved

- Registration will be processed by the Community Action team and your information is added to our volunteer project opportunities
- Registered and new volunteers are sent new project details according to what project categories were selected
- Volunteers then choose projects they would like further details for and are sent the partner's contact details.

Partners are requested to state if they have relevant insurance and risk assessment in place for volunteers. If required, they will be asked to confirm that they will complete an enhanced CRB disclosure form with the volunteer and check they are ISA registered. It is important that the volunteer is cleared and protected in work with vulnerable people. Volunteers are informed if the project will have induction training to attend or whether this is done as things progress.



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[www.rhul.ac.uk/CommunityAction](http://www.rhul.ac.uk/CommunityAction)