



## TOP TIPS – WHAT YOUR VOLUNTEERS NEED TO BECOME YOUR NEXT BEST EMPLOYEE - Volunteering for employability skills

### At induction and/or appraisal and/or supervision

- Ask them what they can bring to the team (so you know can you can ask them help with) as well as what they would like to learn or develop. Make notes of their aspirations & signpost them to training opportunities or mentoring; alternatively, you can create buddying opportunities for them. Consider turning this into an Action Plan or Training Plans to help them visualise the journey they are on and help you remember what else they'll be soon able to bring to the table.
- Help volunteers recognise that what aspect of their role relates to developing soft skills.
- Support them to recognise the difference between formal/informal volunteering and how they can use this in the future.
- Celebrate the success of their achievement and their abilities & help them build confidence in themselves as individuals as well as workers.
- “Volunteer to Career” projects

### Providing Information

- Sending out newsletters to volunteers including training/job opportunities
- Sending out Regular volunteer management bulletin updates to managers
- Attend team meetings regularly to remind staff about their responsibilities with regards to volunteer management – individual team meetings as well as organisational team meetings.
- Involve staff members during the volunteer recruitment process to ensure they take ownership over the volunteers they will be working with



## Providing Support

- Strengthened relationships with education providers to be able to provide accredited training (customer service training etc. with Shipley College)
- Checking volunteer's C.V.'s or supporting volunteers with applications, how to enhance your C.V., coaching, interview skills
- Supporting volunteers into smaller/part-time paid roles
- Recognition, rewards, certificates – Employability Awards

## Quotes from volunteers who have found employment through volunteering:

Quote 1 - "The Volunteer Coordinator always involved me in different projects to enable me to learn new skills, know what is going on in the organization and learn different ways of doing things. They would encourage volunteers to attend any employability workshop and provide training so volunteers skills could match the organisation's needs."

Quote 2 - "To support volunteers looking for employment I think the following is important; providing the ability to learn, hold appraisal meetings, assist and develop them in their role."

Quote 3 - Why did you want to volunteer?

The reason for volunteering was to try to engage with the work environment here in the UK. I came from another country and I thought that it would be very valuable for me to see how the nature of the work environment is here in the UK. Moreover, I felt that volunteering would help me to create new connections, improve my language and learn new skills.

What did the organisation you volunteer for do to help you gain new skills? RETAS gave me the chance to involve in most of the projects that were running at that time which in turn helped me to gain different skills such as customer service skills.



*Furthermore, RETAS was always providing me with feedback to improve/refine my skills and getting better outcomes.*

*What do you feel is important in terms of supporting a volunteer who is volunteering to help their employability?*

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I believe that the most important part in terms of supporting a volunteer who is volunteering to help their employability is to give them opportunities to learn new things every day. I believe that this thing can be implemented through encouraging volunteers to attend training continually, having new tasks rather than doing the same things every day, having 1 to 1 meeting to give them a space to share their ideas and thoughts and providing them feedback.

#### **Quote 4 - Why did you want to volunteer?**

Volunteering was for me an opportunity to gain valuable work experience and gain new skills. I also wanted to make the most out of my free time and use skills I already had in a productive way

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*What do you feel is important in terms of supporting a volunteer who is volunteering to help their employability?*

Give them something interesting to do. Provide the ability to learn. Hold appraisal meetings. Assist and develop them in their role