

Registering with Voluntaryworks

To register your organisation and opportunities with us, call us for a registration pack or download one from our website.

Keep us up-to-date with leaflets, publicity materials or newsletters as information on your activities or services helps us to give prospective volunteers a clearer picture of what you do.

Let us know if you take on any of the volunteers we refer to you, or if an opportunity is no longer available. This will help to prevent us from referring volunteers to you unnecessarily. We will check the information we hold with you annually and you can add or remove opportunities at any time.

To find out more about how we can help you

To arrange an informal meeting contact us by telephone, email or visit our website.

We can arrange to meet you at a venue close to where you live or work or at one of our Volunteer Information Points in Luton (call us or see our website for details).

Telephone: 07584 687657 or 01525 850559 (messages)

Email: volunteering@voluntaryworks.org

Websites: www.voluntaryworks.org
www.do-it.org [search for Voluntaryworks Luton]

Volunteering Services in Luton are accredited and delivered by Voluntary and Community Action on behalf of Voluntaryworks.



Voluntaryworks is a consortium of local organisations working to promote and support the voluntary and community sector in Bedfordshire.

For further information please visit: www.voluntaryworks.org



Services for Volunteer Involving Organisations



Voluntaryworks Luton

www.voluntaryworks.org

Helping you develop your most valuable asset - your volunteers!

Voluntaryworks Luton works with individuals, voluntary organisations, community groups and public sector volunteer-involving organisations across Luton to promote and develop volunteering.

Developing new Opportunities

If you have not used volunteers before, or simply want help in identifying and developing volunteer roles and opportunities, we can help you look at:

- role descriptions
- person specifications
- opportunity descriptions
- volunteer recruitment
- what to expect from a referral from us
- how to welcome potential volunteers
- interview and selection procedures

Promoting your Opportunities

We can help by promoting your volunteering opportunities on the national volunteering website www.do-it.org and signposting volunteers to your organisation.

We also promote volunteering and local opportunities at community events, jobs and skills fairs and information days; through social media and articles in local newspapers; in our directory of volunteering opportunities and through national campaigns and events, such as Volunteers' Week.

Don't forget your own promotion is equally important; we can advise you on how to promote your organisation and opportunities through your own networks and promotional materials.

Do-it
www.do-it.org



Signposting Volunteers to your Organisation

We are the first point of contact for anyone interested in finding out about local volunteering opportunities. Our goal is to match a volunteer's interests, skills and availability with appropriate opportunities. We offer impartial advice and guidance to people seeking to volunteer so that they can make an informed choice about the opportunities we have available.

Please respond promptly to any referrals we make to you. This is your chance to enthuse about your organisation and invite the prospective volunteer for an informal chat or interview. It is your responsibility to assess the volunteer's suitability for a role before taking up references or a DBS criminal records check.

Supporting Good Practice

We can offer advice, information, training and support on all aspects of volunteer recruitment and management:

- volunteer policies
- equality and diversity
- induction and training
- risk assessments, health & safety
- managing behaviour
- setting up and running a volunteer programme
- expenses
- supervision and support
- insurance
- confidentiality
- recognising, valuing and rewarding volunteers
- Investing in Volunteers (and other) quality standards

Our regular email newsletter and Volunteer Managers Networking events provide ongoing support and information - contact us or see website for details.

Contact our Volunteering Adviser to find out how we can help your organisation promote its volunteering opportunities and develop a volunteer programme, on 07584 687657 or volunteering@voluntaryworks.org