



SBC staff volunteering guidance – 2 days a year (pro rata for part time)

Two key functions of Volunteer Borders (VB) in supporting volunteers are:

- Meeting up with volunteers to discuss and explore potential volunteering opportunities for them to sign up
- Posting volunteering opportunities on behalf of charities to attract volunteers

SBC staff can contact VB either by email (enquiries@vcborders.org.uk) or phone 01896 754 041 for advice or assistance.

Alternatively, they can fill in the online registration form -

<http://www.vcborders.org.uk/volunteer/sign-up-now> and we will contact them directly. Just to mention a new online form will be available when our brand-new website launches in June.

VB update volunteering opportunities regularly. SBC staff can go online to view latest opportunities - <http://www.vcborders.org.uk/volopp>

On our website, a direct link to Volunteer Scotland's online database of volunteering opportunities is available for SBC staff to search for opportunities within and outside the boundaries of the Scottish Borders - <http://www.vcborders.org.uk/volunteer/getting-started>.

2 days (pro rata for part time) a year can be broken down into two whole days or four half days, which will allow SBC staff a short taster-type volunteering experience in most cases. There are opportunities like team challenges, one-off taster sessions and stand-alone events, such as sports or fundraising events for SBC staff to choose from. VB will do its best to match SBC staff with suitable volunteer opportunities. However, any arrangements must be approved and authorised by their line managers in line with the SBC Staff Volunteer Guidance.

Just to mention, there is a demand for committee members in the charity sector. Committee meetings usually take place six to seven times a year and between 2 to 3 hours per meeting. This is something SBC staff could consider using their 2 days (pro rata for part time). They would need to take conflict of interest into account if the charity is funded by SBC.

In terms of monitoring and recording, VB will ask the question "where did you hear about us", so we can keep a record of queries from SBC staff. In addition, VB could run regular roadshows at the Council buildings to raise awareness of our support. Our monthly Volunteer Opportunities bulletins can be circulated to the SBC intranet and posters/flyers can be displayed at staff rooms/kitchens or entrance halls.

Volunteer Borders
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