

ABDNCommunity Volunteering Programme Guidelines 2021

The ABDNCommunity Volunteering Programme enables third sector (not-for-profit and charitable organisations) to connect with University of Aberdeen students by providing volunteering opportunities. The ABDNCommunity Bursary (funded by the University of Aberdeen Development Trust Student Experience Fund) provides the opportunity for students to benefit from bursary funding to support their participation in completing up to 50 hours of volunteering (for suitable opportunities whilst funds last). If you wish to find out more about the ABDNCommunity Volunteering Programme or need assistance submitting a proposal form, please contact the [Careers and Employability Service](#) for further details. Tel: +44 (0)1224 273601.

The following guidelines are designed to ensure both the organisation and the volunteer understand the ABDNCommunity Volunteering Programme, and the requirements/responsibilities that form an integral part of the agreement.

The Organisation agrees to:

- Advertise their opportunity via the University's Careers and Employability Service, as a part of the ABDNCommunity Volunteering Programme, and select from this candidate pool.
- Provide full details about the volunteering opportunity including role expectations, hours and length of volunteering within the advert.
- Conduct a fair and open selection process from the applicant pool provided and inform the Careers and Employability Service of the successful candidate.
- Offer feedback to unsuccessful interviewed candidates if requested.
- Identify a mentor, supervisor or line manager who will be responsible for the Volunteer.
- Agree the start and end date with the Volunteer and confirm details with the Careers and Employability Service/Volunteer.
- Fully inform the Volunteer of their responsibilities, for example, the need for client confidentiality, intellectual property rights and data protection.
- Submit an evaluation form on completion of the volunteering opportunity which will be used to inform future programme developments.

The Volunteer agrees to:

- Comply with all requirements in relation to the volunteering opportunity as outlined by the organisation.
- Conduct themselves with due professionalism at all times, maintaining client confidentiality where required, as well as demonstrating good timekeeping.
- Keep in contact with the volunteering mentor/supervisor/line manager as and when agreed, to discuss the progress of the volunteering opportunity, and to be receptive to constructive feedback provided during these meetings.
- Notify the Careers and Employability Team of any issues or concerns relating to the voluntary opportunity (careers@abdn.ac.uk).
- Complete the ABDNCommunity Pathway during and at the end of their volunteering opportunity.

The Careers and Employability Service agrees to:

- Work in partnership with the Organisation to help develop the volunteering opportunity and advertise the opportunity on their behalf to University of Aberdeen students.
- Collate applications (CVs and covering letters) prior to these being sent to the organisation for shortlisting and selection.
- Be available to provide guidance to the Organisation and Volunteer during the period of volunteering.
- Gather feedback on behalf of University of Aberdeen from the organisation and the Volunteer at placement conclusion.
- Process the ABDNCommunity Bursary* payment half-way through the volunteering opportunity on completion of the making the most of your volunteering experience module via the pathway volunteering development plan.

*a limited number of bursaries (with thanks from the University of Aberdeen Development Trust Student Experience Fund) are available for students completing a volunteering opportunity.