

JMSU Volunteering Guide

To recognise and celebrate the achievements of our committee members, volunteers, and groups, we provide many opportunities for our members to be recognised.

Logging your hours with JMSU Volunteering allows us to say thank you for all the hard work you've done and accredit you with our fantastic Volunteering Awards. Your Volunteer Award(s) will be presented at our annual SU Awards or can be requested to be collected at our JMSU Reception.

We have 3 awards that you can work towards, and you can start in just a few easy steps:

Bronze (50 Hours)

Silver (100 Hours)

Gold (150+ Hours)

Please note that our Volunteer Awards can be contributed towards between 1st August and 31st July.

How to register?

Step 1: Your Profile

Go on [JMSU website](#) and register as a student using your normal University log-in details. Once you have signed into the website you will need to navigate to your volunteering profile. This is accessed by hovering over your name in the top right-hand corner and selecting 'Your Account/Profile'.

Step 2: Register as a volunteer

- a) Go to <https://www.jmsu.co.uk/volunteering> and click on register as a volunteer. Click on **Step 1** and fill out the Volunteer enrolment form with your personal data and Next of Kin contact details.

Volunteers Enrolment

You're just a few steps away from getting involved with volunteering and applying for opportunities. We need to collect the additional information below to your website account in order to create your full volunteering profile. Please note the details you enter below will be viewable by the union volunteering team and volunteering organisations who list opportunities on this website when you start applying for positions

Hi, Sarah Latham

Term time address details [\[Hide -\]](#)

Street Address	*
Address Line 2	
City	*
State	
PostCode	*
United Kingdom	∨ *

Contact Details

Mobile Number

Phone Number

 Please note it is mandatory for you to provide at least one contact number.

Emergency Contact

First Name *

Last Name *

Mobile Number

Phone Number

Health and Wellbeing Details

 This information is being collected as in some instances it may affect a volunteers ability to undertake a role. Please note this information will be shared with the Volunteering Organisations you apply for

Do you have any medical conditions that we should be aware of ?

Yes No

Do you have a disability, health problem or any additional needs we should be aware of ?

Yes No

Further Details

 This information is being collected to get your volunteering specific details. This will help us define your policies and serve you better.

Course *

Terms and Conditions

I would like to have my voluntary work listed on my Higher Education Achievement Record (HEAR).

* By registering to use this volunteering service I have read and agree to the terms and conditions and privacy policy.

REGISTER AND SET UP YOUR PERSONAL PROFILE

b) Fill out the next 6 steps. This information can be edited anytime in your Volunteering Profile.

Please take your time to fill in this information. We are collecting it so that we know what you want from your volunteering experience and how to improve the JMSU Volunteering service for you.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!

STEP 1 Areas of Interest STEP 2 Activities I'd like to do STEP 3 Skills I have STEP 4 Skills I'd like to learn STEP 5 Availability STEP 6 Further Information

Please select which areas of interest you'd like to volunteer for. This will help us and volunteering organisations / projects match opportunities to your interests. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page. **(At least one is mandatory)**

<input type="checkbox"/> Animals and Wildlife	<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Business and Leadership	<input type="checkbox"/> Campaigning and Fundraising
<input type="checkbox"/> Children and Young People	<input type="checkbox"/> Creative and design	<input type="checkbox"/> Disability	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Drugs and Addictions	<input type="checkbox"/> Education	<input type="checkbox"/> Elderly Care	<input type="checkbox"/> Employment
<input type="checkbox"/> Ethics, Environmental and Conservation	<input type="checkbox"/> Events and festivals	<input type="checkbox"/> Film and Technology	<input type="checkbox"/> Faith and Religion

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!

STEP 1 Areas of Interest **STEP 2 Activities I'd like to do** STEP 3 Skills I have STEP 4 Skills I'd like to learn STEP 5 Availability STEP 6 Further Information

Please select what type of activities you'd like to do when volunteering. This will help us and volunteering organisations / projects match opportunities to your activities list. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page. **(At least one is mandatory)**

<input type="checkbox"/> Administration	<input type="checkbox"/> Advice and Support	<input type="checkbox"/> Arts and Music	<input type="checkbox"/> Building and Construction
<input type="checkbox"/> Buddying, Counselling and Mentoring	<input type="checkbox"/> Business	<input type="checkbox"/> Campaigning and Fundraising	<input type="checkbox"/> Caring
<input type="checkbox"/> Catering and Cooking	<input type="checkbox"/> Committees and Trustees	<input type="checkbox"/> Driving	<input type="checkbox"/> Events and Stewarding
<input type="checkbox"/> Finance	<input type="checkbox"/> First Aid	<input type="checkbox"/> Gardening and Conservation	<input type="checkbox"/> General Help

c) For the 'Skills I Have' section please click 'Add evidence' and attach evidence of the skills that you have. Organisations that you apply to will be able to see these skills reflections.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!

STEP 1 Areas of Interest STEP 2 Activities I'd like to do **STEP 3 Skills I have** STEP 4 Skills I'd like to learn STEP 5 Availability STEP 6 Further Information

Please select which skills you already have. This will help us and volunteering organisations / projects match opportunities to your skillset. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page. **(At least one is mandatory)**

<input type="checkbox"/> Administration and Clerical	<input type="checkbox"/> Communication	<input type="checkbox"/> Confidence	<input type="checkbox"/> Creative and design
<input type="checkbox"/> Driving	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Financial Planning	<input type="checkbox"/> Initiative
<input type="checkbox"/> Interpersonal	<input type="checkbox"/> IT, Computers and Web Skills	<input type="checkbox"/> Leadership and Management	<input type="checkbox"/> Listening
<input type="checkbox"/> Literacy and copywriting	<input type="checkbox"/> Marketing	<input type="checkbox"/> Mediation	<input type="checkbox"/> Mentoring and counselling

Please select which skills you already have. This will help us and volunteering organisations / projects match opportunities to your skillset. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page. (At least one is mandatory)

- Administration and Clerical [Add Evidence](#)
- Driving
- Interpersonal
- Literacy and copywriting
- Negotiation and influencing
- Non-discriminatory
- Non-judgemental
- Nurture
- Create and design
- Initiative
- Listening
- Mentoring and counselling

Administration and Clerical

Please add supporting evidence

Please add supporting document

Don't forget to add supporting evidence to grab the attention of the Volunteering Organisation. Upload any files that you have that support your example. This could be a picture, video, or document.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!



Volunteering is the perfect opportunity for you to learn new skills as well as put your existing skills into practice. Select which skills you'd like to develop through volunteering below. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page. (At least one is mandatory)

- Administration and Clerical
- Communication
- Confidence
- Creative and design
- Driving
- Event Planning
- Financial Planning
- Initiative
- Interpersonal
- IT, Computers and Web Skills
- Leadership and Management
- Listening
- Literacy and copywriting
- Marketing
- Mediation
- Mentoring and counselling

d) Fill in your availability.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!



Check the days and times on the calendar to select your general availability. This won't limit the opportunities available as you can still apply for any opportunity on any given day.

Select All	MON	TUE	WED	THU	FRI	SAT	SUN
MORNING	<input checked="" type="checkbox"/>						
AFTERNOON	<input checked="" type="checkbox"/>						
EVENING	<input checked="" type="checkbox"/>						

e) Fill in your personal statement. Please be specific if there is a particular type of volunteering that you would like to do.

This information is being collected to get your preferences in volunteering opportunities. This will help us provide you with opportunities of your interest.

Use this space to write a personal statement on why you want to become a volunteer.

Step 3: Apply for a Volunteering Opportunity

Next go to the Volunteering Opportunities page at www.jmsu.co.uk/volunteering-opportunities and browse for a volunteering role.

You can search according to your interests, availability, skills you have, skills you want, and the dates of the opportunity. (Please note that some opportunities will only appear when you are logged into the site).

Once you have found an opportunity you are interested in, click on the Apply button.

APPLY FOR THIS OPPORTUNITY

You will then get confirmation on the webpage:-

[About Us](#) [Advice](#) [What's On](#) [Get Involved](#) [Change Things](#) [#BlackLivesMatter](#)

[Back](#)

Thank you for registering your interest in this opportunity.

Your application has successfully submitted to the volunteering team. Your application will be reviewed shortly. We may be in touch to discuss this in more detail and ask some further questions by email or phone.

You will receive a confirmation email when a decision has been reached on whether you have been successful in your application.

Step 4: Wait for contact from the volunteering organisation

The volunteering organisation or SU department will get in touch with you about the next steps for your application. They might need you to register through their website or may invite you to interview.

Hi Sarah Latham ,

Congratulations! Your application for **Sports Committee Member** has been approved. You will be contacted by the opportunity organiser with information on the next steps soon.

How to log your hours?

Once you have been approved on our system, it is super simple to start logging your hours. If you have any worries or questions, we are here to help, contact us at jmsuvolunteering@ljmu.ac.uk.

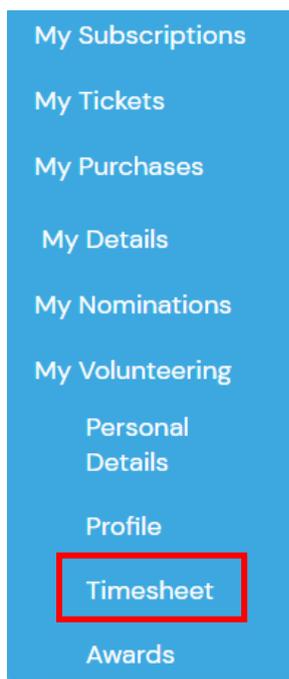
Step 1: Log onto [JMSU website](#)

Step 2: Click on your account profile. This is accessed by hovering over your name in the top right-hand corner and selecting 'Your Account/Profile'.

Step 3: Click on 'My Volunteering' on the left-hand side.



Step 4: Click on Timesheet on the left-hand side.



Step 5: Click on 'Add Timesheet'.



Step 6: Choose your opportunity, from the drop down menu.

ADD TIMESHEETS ADD SKILLS GAINED

My opportunity * [\[View selected opportunities\]](#)

Start Date *

End Date *

Hours Spent *

Notes

NEXT

[Back](#)

Step 7: Input, the date of your volunteering and the hours spend. Log the number of hours you did, and briefly describe what you did during that time.

Step 8: Add notes about your role. We would like to know what you are logging hours for. You can add a description in the notes box. **If you are in a society, please write your society in here!**

Step 9: Select skills you have gained. You must select a skill; you then have a section where you need to write how you learned this skill. This can be as long or as short as you like.

EDIT TIMESHEET ADD SKILLS GAINED

Please select and add comments to skills gained during this opportunity

- Administration and Clerical
- Communication
- Confidence
- Event Planning
- Financial Planning
- Interpersonal
- Leadership and Management
- Marketing

- Office IT (Word, Excel etc)
Please add supporting comments for this skill *

You can manage your timesheets in the Timesheets section:-

MANAGE TIMESHEETS

Sports Committee Member (Team LJMU Sports)

Start date: 18/08/2020 End date: 18/08/2020 Hours Spent: 2.0 Status: Pending Approval

Notes: [Show\[+\]](#)

Skills Gained: Office IT (Word, Excel etc)



Wait for your hours to be approved. Once you have submitted this form, the opportunity provider or Volunteering Service will approve your hours. You will receive the following email if approved or declined.

Hi, **Sarah Latham**

Your timesheet for **Sports Committee Member** opportunity has been approved. You can see your full profile and hours logged [here](#)

The feedback are as follows : Thank you for volunteering and congratulations on learning a new skill.

Your timesheet will then be updated on your profile below.

MANAGE TIMESHEETS

Sports Committee Member (Team LJMU Sports)

Start date: 18/08/2020 End date: 18/08/2020 Hours Spent: 2.0 Status: Approved

Notes: [Show\[+\]](#)

Skills Gained: Office IT (Word, Excel etc)



If you have any worries or questions, we are here to help, contact us at jmsuvolunteering@ljmu.ac.uk.