

SRC Volunteering Provider Registration

Hello and thank you for considering advertising your volunteering opportunities us!

We've created this handy instructional guide to help you register as a volunteering provider and easily navigate your profile.

Registering with us gives you access to the University of Glasgow's 35,000+ students. As one of our providers, you can create and manage your own profile, advertise any ongoing or one-off volunteering opportunities, and process volunteer applications via our website. Other benefits include an invitation to volunteering events on campus, and promotion of your organisation and opportunities across our social media channels.

Our students come from a diverse range of backgrounds and can bring a plethora of skills and experience to your organisation. Volunteering offers students a great way to explore beyond Glasgow's 'West End bubble', develop their confidence, boost their employability, and connect and give back to the local community.

Students who register with us have access to their own unique profile, which they can use to keep track of their volunteering activities, hours, and skills throughout their academic career. This enables us to confirm, recognise and credit their volunteering through our various reward and recognition schemes, including our UofG Volunteering Awards, Saltire Awards, and the Higher Education Achievement Report (HEAR).

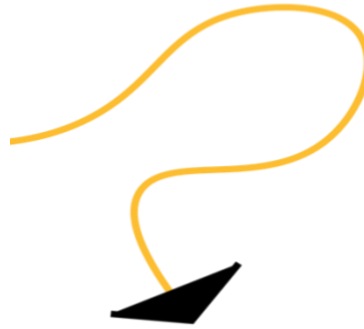


Registering your Organisation

To register, please visit our Provider Hub and click 'Register here':

<https://www.glasgowunisrc.org/volunteering/providers/>

*(*Please note, we will only accept registrations from registered charities, social enterprises, and other not-for-profit organisations.)*

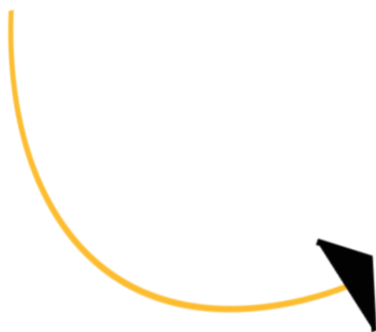


If you want to recruit volunteers: [Register here](#)

If you are already registered, click log in to manage your opportunities: [Log in](#)

You will then be asked to agree to our terms and conditions and create a log in password:

*(*If you are a University of Glasgow staff member looking to advertise opportunities within one of the schools or colleges, please contact us directly at volunteering@src.gla.ac.uk)*



Register your organisation

[Details](#) | [Terms and conditions](#)

Volunteering Provider Agreement

Glasgow University Students' Representative Council (GUSRC) will only approve Provider registrations from a voluntary group, charitable organisation, social enterprise or other not-for-profit organisation. Opportunities are approved to our database at the discretion of GUSRC.

By registering as a Provider wishing to recruit volunteers through our services, you are entering a Service Standards Agreement with GUSRC.

The purpose of this Agreement is to set out the responsibilities of the parties involved in offering volunteering opportunities. The Agreement also constitutes a commitment to ensuring good practice in working with volunteers, and providing high quality, engaging and suitable volunteering opportunities.

GUSRC will:

- Provide a free and professional brokerage service once the online Organisation Registration Form has been received and approved.
- Advertise volunteering opportunities on behalf of the organisation to all current University of Glasgow students
- Notify you via email when a student has expressed an interest in your organisation's volunteering opportunity
- Maintain regular contact with your organisation and the volunteer throughout the duration of the volunteer's involvement, offering ongoing support
- Invite your organisation to relevant activities and events
- Notify your organisation of any changes in our volunteering brokerage service, including contact details, changes in policy and procedures, and any other changes relevant to the service
- Invite you to attend our annual Volunteering & Social Justice Fair
- Celebrate, recognise and reward the achievements of volunteers
- Encourage volunteers to record their volunteering achievements, including hours, skills and training courses on GUSRC's online volunteering platform
- Where appropriate, provide support with Protecting Vulnerable Groups (PVG) membership scheme applications for volunteers
- Comply with the provisions of the General Data Protection Regulation and treat personal information about your organisation and your volunteers confidentially

Provider Details

You will then be asked to complete your registration by entering your additional details and uploading your insurance and policy documents.

The information displayed within the 'Description' and 'More Information' fields, as well as your organisation's logo, will be viewable to students on our ['Browse Providers'](#) webpage:

Click 'Continue' once you've finished submitting your details. You will receive an email notification confirming your submission, which we aim to review within three working days. In some instances, we may request additional information from you before approving your registration.

Once your registration is approved, you will be able to add and edit your volunteering opportunities and manage your volunteering applications.

Provider details

Details Contacts Insurance Policies Change password

Adding/Managing Volunteering Opportunities

Click onto the 'Opportunities' tab to view, edit, and add volunteering opportunities. To view any of your inactive, expired, or archived opportunities, click the drop-down menu next to 'show opportunities with status' and select an option. Click 'Apply' to view.

To upload a new volunteering opportunity, click 'Add new opportunity', or click onto an existing one to edit the details and/or manage your volunteers.

Provider details Opportunities

Logged in as Glasgow University Students' Representative Council [Log out](#)

Opportunities

[+ Add new opportunity](#)

Show opportunities with status (All current)

Opportunity name contains

4 activities match your filter.

Ref	Name	Status	Created date	Display until	
0226	Glasgow Guardian	Active	15 Jan 2024	(indefinite)	
0229	Glasgow University Magazine (GUM)	Active	15 Jan 2024	(indefinite)	
0228	Glasgow University Student Television (GUST)	Active	15 Jan 2024	(indefinite)	
0227	Subcity Radio	Active	15 Jan 2024	(indefinite)	

Once you've submitted the details of your opportunity, we need to review and approve it. We aim to do this within three working days.

Any active opportunities will be viewable to students on our ['Browse Opportunities'](#) webpage.

When adding opportunities, please ensure to provide information regarding:

- The role (title, summary, more info, no. volunteers required)
- The contact person for the opportunity
- No. volunteers required
- Further details about the role, incl.:
 - o Benefits to self and others
 - o Travel and transport details if applicable
 - o Location of opportunity
 - o Training details
 - o PVG requirements
 - o Accessibility details
- Duration of opportunity, display dates, application closing dates, etc.
- What activity type(s) your opportunity falls under (e.g., Befriending & Mentoring, Community Development, Children & Young People...)
- Employability skills that can be developed by participating in your opportunity (**please tick all**, as these are linked to our UofG Volunteering Awards)

You can click 'Next' to move through each section or click on the tabs at the top. **Please remember to click the 'Save Changes' tab and click to 'Save Changes' when making any edits or adding new opportunities, otherwise your progress will be lost.**

Edit Activity

Activity | Details | Dates / Applying | Volunteers | Activity types | Employability skills

Provider

Name * [Edit provider](#)

Status

Status *

Featured activity

Details

Role Title *

Role Summary

More Information

Our Conversation Cafes, run by our wonderful student volunteers, provide a casual space for students to share a cuppa' and chat. Whether students are new to the University and looking to meet new folk, or are hoping to brush up on their language skills, our cafes offer an open meeting space for them to talk casually with peers and friendly strangers.

In this role, you will work with fellow volunteers to ensure the smooth running of our cafes. This involves:

Setting up the cafe

Edit Activity

Activity | Details | Dates / Applying | Volunteers | Activity types | Employability skills

The dates control visibility on the Browse Opportunities and Provider Details pages. All dates are optional.

This opportunity is ongoing, with no end date. Volunteers can apply at any time.

Activity dates

If your opportunity takes place on one day only, use 'Specific date'. Otherwise, set the start and / or end dates and clear 'Specific date'.

Specific date

Or

Start & end dates →

Display dates

If specified, these override the activity dates.

Date range → [Take off display](#)

Applying

Deadline for applications

Number of volunteers required

Managing Volunteer Applications

Once we've approved your submission, our students will be able to register their interest in your opportunity. If they do, the contact person assigned to your opportunity will receive an email notification from us.

You can view the students' contact information by going to your provider homepage and clicking on your opportunity. Click on the 'Volunteers' tab. You can accept students onto your opportunity by clicking the green tick button. Click on the red button to unaccept a volunteer.

As per our terms and conditions, organisations are expected to respond to volunteers within seven days.

Edit opportunity

This opportunity is approved and active.

Opportunity | Details | Dates / Applying | **Volunteers** | Activity types | Employability skills | Save Changes

Show volunteers with status:
 Applied Accepted Not accepted Withdrawn All

1 person matches your filter.

Name	Email	Phone	Applied	Status	Self registered?	
Wilson, Gemma	g.wilson@src.gla.ac.uk	0141 330 5360	15 Jan 2024	Applied	Yes	<input checked="" type="checkbox"/> <input type="checkbox"/>

[Download sign-in sheet](#)

Forgotten Password?

If you have forgotten your password, please visit our Provider Log In page and click 'I have forgotten my password'. You will receive an email with a link to reset your password (please check your junk mailbox if you do not receive it). Click the link to change your password and log in to access your organisation's profile.

..... **Log in**

Enter the email address and password you chose during registration.

Email address

Password

[Log in](#)

[I have forgotten my password](#)

[Click here to visit our Provider Log In](#)

If you have any questions, please contact us at volunteering@src.gla.ac.uk.