

10 Top Tips for successful Employer Supported Volunteering

1. Why develop ESV?

- *Give back to the community?*
- *Promote the company ?*
- *Develop skills of staff?*

2. What skills do your staff have to offer?

- *"Muscle" for a one-off team project?*
- *Ongoing help e.g.:-*
 - Trustee / School governor
 - Mentoring
 - Secondments
 - Giving free professional advice and support
 - IT assistance to a local charity
 - Befriending older people

3. Ask your staff who already volunteers

- *What's already going on?*
- *Support or develop existing project?*
- *Appoint a willing company volunteer co-ordinator!*

4. Decide on budgets and time off

- *A budget for materials and brokerage services?*
- *During work hours?*
- *Think about the implications before making any promises!*

5. Adopt a volunteering policy

- *Have a written policy*
- *Ensures ESV is taken seriously and no-one abuses it.*
- *Think about insurance and health and safety*

6. Find out what the local community needs

- *Contact the Volunteer Centre*
- *Other brokerage agencies:
BiTC, Groundwork etc.*

7. Choose partners

- *A set number of charity partners?*
- *Staff free choice?*
- *Particular focus/theme?*
- *Adopt a charity for a fixed period?*

8. Promote

- *To staff - newsletters, intranet*
- *To other companies e.g through trade newsletters*
- *To the local media – good news is the best news! (Broker can often arrange)*

9. Evaluate

- *Activity is valued if it is measured:-*
 - *hours volunteered*
 - *money raised*
 - *skills learned*

10. Enjoy it!

- *Volunteering is well known for giving volunteers a huge 'feel-good' factor*
- *A survey has shown it is the UK's second favourite past time!*