

Quick Start Guide to Volunteering

1. Think: What? Why? Where? When?

- Maybe you want to try something new? Develop some new skills?
- Develop your knowledge of a particular job role or sector?
- Participate in something fun or a little bit different?
- Where would you like to volunteer and how far are you willing to travel?
- When are you free and how can you fit volunteering around your other commitments?

2. Work out your preferences and options and then contact an organisation

- Browse the opportunities we promote through [UWE infoHub](#) and make a shortlist.
- If a voluntary vacancy advert asks you to contact the organisation directly it's advisable to phone as reply by email can take longer.
- Every organisation will have a slightly different application procedure.
- In some instances you will need to complete an application form and attend an interview. For others you just need to arrange an informal chat and for some you just need to turn up on the day!
- Check to see if the volunteer role is still available before completing an application form.

3. What's your timescale? Be realistic.

- Ideally you should hear back from an organisation within a week, but it can sometimes take longer. If you haven't heard anything within 7 working days, try contacting the organisation again.
- We are happy to contact the organisation on your behalf, as not all organisations have a designated volunteer co-ordinator and some only work part-time.
- If you are applying for a volunteer role which requires an application form and interview then this process might take a few weeks.
- When you first contact them it is worth asking how long the process can take as this may affect whether you want to continue with the application.

4. Training

- For some volunteer roles you will need some kind of training. Often this will be in-house or "on the job" but you may be required to undertake specific training before starting.
- Check when the next training dates are, as these are often limited to a couple of times a year and there may be a considerable wait for the next one.

If you need any further help with contacting organisations or help getting started with finding the right volunteer role then drop in to see us or get in touch.

<http://www1.uwe.ac.uk/students/careersandemployability/volunteering.aspx>