

Partnership Agreement for The Union Manchester Metropolitan University Volunteering Service

The Union puts volunteers at the heart of everything we do. We believe passionately that community volunteering benefits organisations and their beneficiaries as well as being a life-changing experience for our students.

As part of our commitment to the value of volunteering we provide a platform for community not-for-profit organisations to advertise volunteering opportunities to students at Manchester Metropolitan University. We do not advertise any paid roles, or any roles in businesses in the private sector.

Registration

We will provide a platform for your opportunities, and will work with students and faculties to direct them to relevant community roles. Our platform enables students to find out about the opportunities you have within your organisation.

To register with us, we will need to see a copy of your insurance, and will also ask about health and safety, equality and diversity and safeguarding policies if you have these in place. Registration is at our discretion.

Advertising opportunities and receiving applications

Once you are registered as a provider organisation, you will be able to submit the roles you want to advertise to students. Any student at Manchester Metropolitan University can search and apply for any opportunities, and we don't provide any pre-screening, induction or training of potential volunteers.

Students can "apply" for roles, which acts as an expression of interest in an opportunity. We would expect that organisations would contact the student and then take them through their usual recruitment processes. If successful in their application, the student would become one of your volunteers and would be operating under your organisational processes, policies and procedures – the same as any other volunteer in your organisation.

Responsibilities

To work with us through our volunteering service you are agreeing to:

- Make timely contact with students who have applied for opportunities
- Maintain appropriate insurance to cover the activities of volunteers
- Take students through your usual recruitment process after making contact with them
- Provide an appropriate induction and support for volunteers
- Provide a safe and healthy environment for students to volunteer in
- Organise any legal checks such as DBS checks required of volunteers to take on a role within your organisation
- Keep information about opportunities and the organisation up to date on our system

As part of the Volunteering service, you can expect us to:

- Respond to student and organisation queries as soon as reasonable possible
- Invite you to register interest for relevant volunteering events on campus using the details you provide during your registration
- Maintain a platform for sharing the details of volunteering opportunities with students
- Work with the wider University community to highlight a wide range of opportunities and the value of volunteering
- Provide you with feedback where necessary

Data protection

As a registered organisation, you will receive the personal details of students who apply for opportunities with you, which they provided as part of their individual registration with the volunteering service. You must process and store this data in strict compliance with data protection legislation at all times. In line with your own policies and procedures, it may be necessary for you to collect further information about the student to determine their suitability as a volunteer. This is for your own internal purposes and we would not take a role in the collection of this information.

We will use the contact details you have provided to contact you about your opportunities, relevant events and other activity connected to your registration with the volunteering service.

You can contact us at volunteering@mmu.ac.uk if you have any questions.