

The Bristol SU Volunteering Hub

Organisation User Guide

[Sign in \(Students\)](#) [Sign in \(Organisations\)](#) [SU Volunteering Website](#) [Opportunity Listings](#) 

Bristol SU Volunteering Hub

Find a local volunteering opportunity

Filter by skills you can gain

Able to develop a positive mindset

Communicate confidently and appropriately in a range of settings

Confident in using digital tools

Develop and maintain healthy relationships

Engage positively with global issues

Engage positively with local communities

How to analyse and present data

How to develop ideas and solve problems

How to think creatively and innovatively

Organise myself effectively

Ready to adapt to changing and challenging environments

Recognise and value the views and differences of others

Work well as part of a team

Q Type here to search

Type of volunteering

Type of volunteering

Hours Available

Hours Available

Organisations

Organisatio...

DBS Check Required?

DBS Check Required?

Events and festivals
Campaigning and Fundraising
Business and Leadership
Volunteer Project Committee Member
Children and Young People
Media and Marketing

Fundraising Group Leads and Members

Unlock your potential! Join us as a fundraising group member to make a real impact on UK's children. Develop skills in event management, marketing, and finance while raising awareness. Gain training, support, and networking opportunities.

The Children's Society

End Date
1/4/2025

[Find Out More](#)

Events and festivals
Campaigning and Fundraising
Children and Young People

The Children's Society Bucket Collection at Bristol City FC

Calling all compassionate souls and football enthusiasts: Join The Children's Society's mission at our upcoming bucket collection at Bristol City FC. Make a difference and raise money together. Your passion can change lives!

The Children's Society

End Date
27/4/2024

[Find Out More](#)



Charity Shop Volunteering: One-off taster session - 24.04.2024

Join us on Wednesday 24 April for this one-off volunteering afternoon at St Peter's Hospice's new Superstore!

Whether you'd like to test out volunteering in a St Peter's charity shop, or just looking for a fun afternoon activity, all are welcome.

Bristol SU One-Off Volunteering

End Date
24/4/2024

[Find Out More](#)

Health and Social Care
Disability
Events and festivals

Health and Social Care
Disability
Campaigning and Fundraising

Health and Social Care
Disability
Events and festivals

Welcome to Bristol SU's Volunteering Hub!

This is our online brokerage tool for you to promote your organisation's volunteering opportunities to students. We hope you find it a useful tool to recruit and manage your volunteers.

All Bristol SU, all students are able to register to apply for your opportunities, and they have access to free DBS checks and safeguarding training. When you register opportunities with us we are also able to advertise them in our fortnightly volunteering newsletter and via social media.

This guide will take you through registering your organisation and uploading opportunities to the website in a clear step-by-step manner.

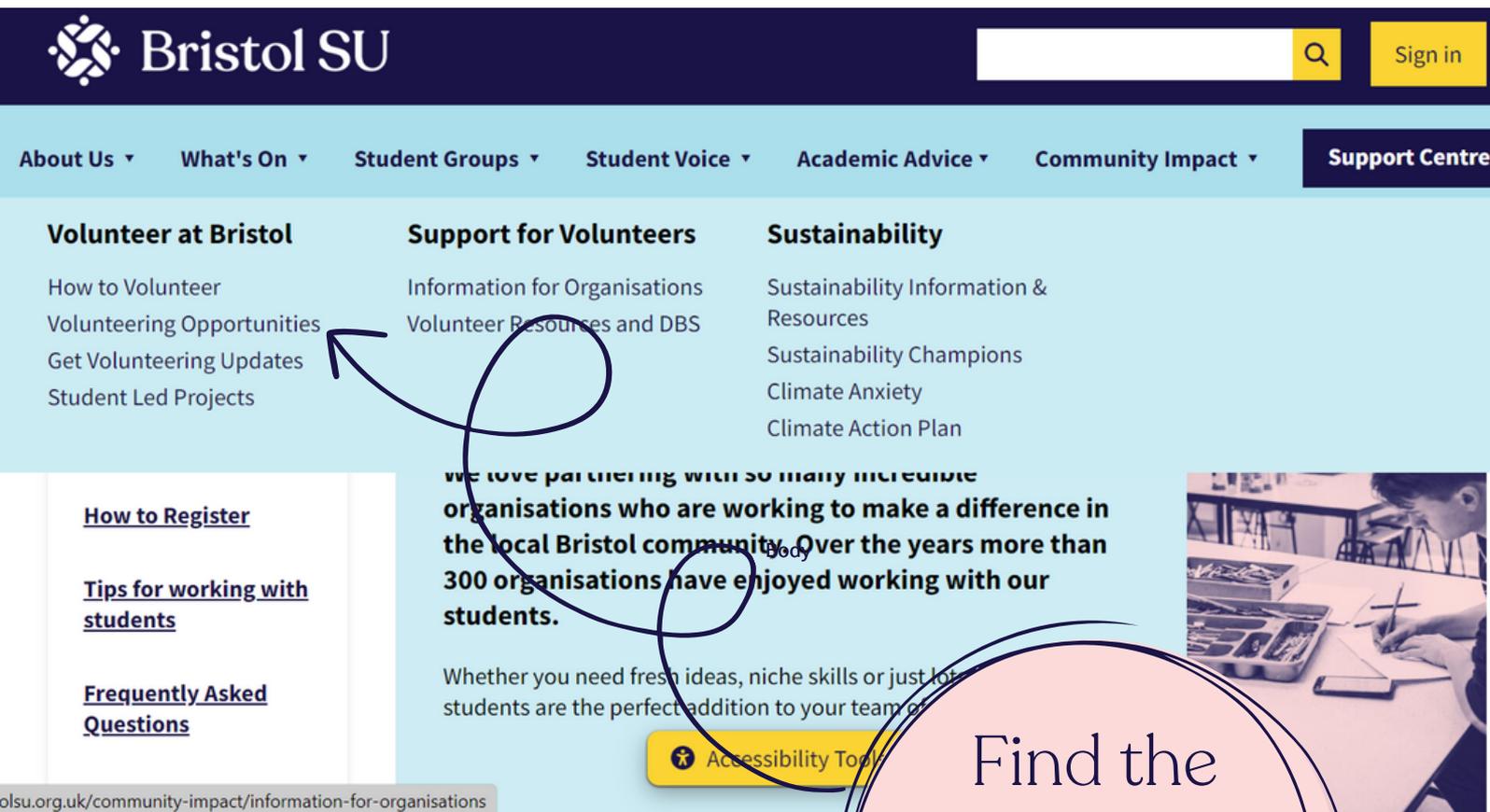
If you've finished the guide and still have questions, do get in touch with us at

bristolsu-volunteering@bristol.ac.uk

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1. Where to find the Volunteering Hub



1. Head to the Bristol SU Website - bristolsu.org.uk
2. Find us under the '**Community Impact**' tab
3. Select '**Volunteering Opportunities**'

Alternatively, go directly to the Hub via this link -
volunteering.bristolsu.org.uk

2. Sign in or create an account

Sign in (Students) Sign in (Organisations) SU Volunteering Website Opportunity Listings 🏠

Bristol SU Volunteering Hub

Find a local volunteering opportunity

Filter by skills you can gain

- Able to develop a positive mindset
- Communicate confidently and appropriately in a range of settings
- Develop and maintain healthy relationships
- Engage positively with global issues
- Engage positively with local communities
- How to develop ideas and solve problems
- How to think creatively and innovatively
- Organise myself effectively
- Ready to adapt to changing situations and environments
- Recognise and value the views and differences of others
- Work well as part of a team

Q Type here to search

Type of volunteering
Type of volunteering ▾

Hours Available

- Health and Social Care
- Retail and Charity Shops
- Events and festivals
- Media and Marketing
- Heritage and History

Sign in or create an account here!

1. Choose ‘**Sign in (Organisations)**’ at the top of the page, this will take you to a page which looks like this.

2. Check your nominated email address for your login details, which were provided in your introductory email.

3. If you’re yet to register as an organisation, you can do that here.

 **Bristol SU**

Bristol SU Volunteering Hub

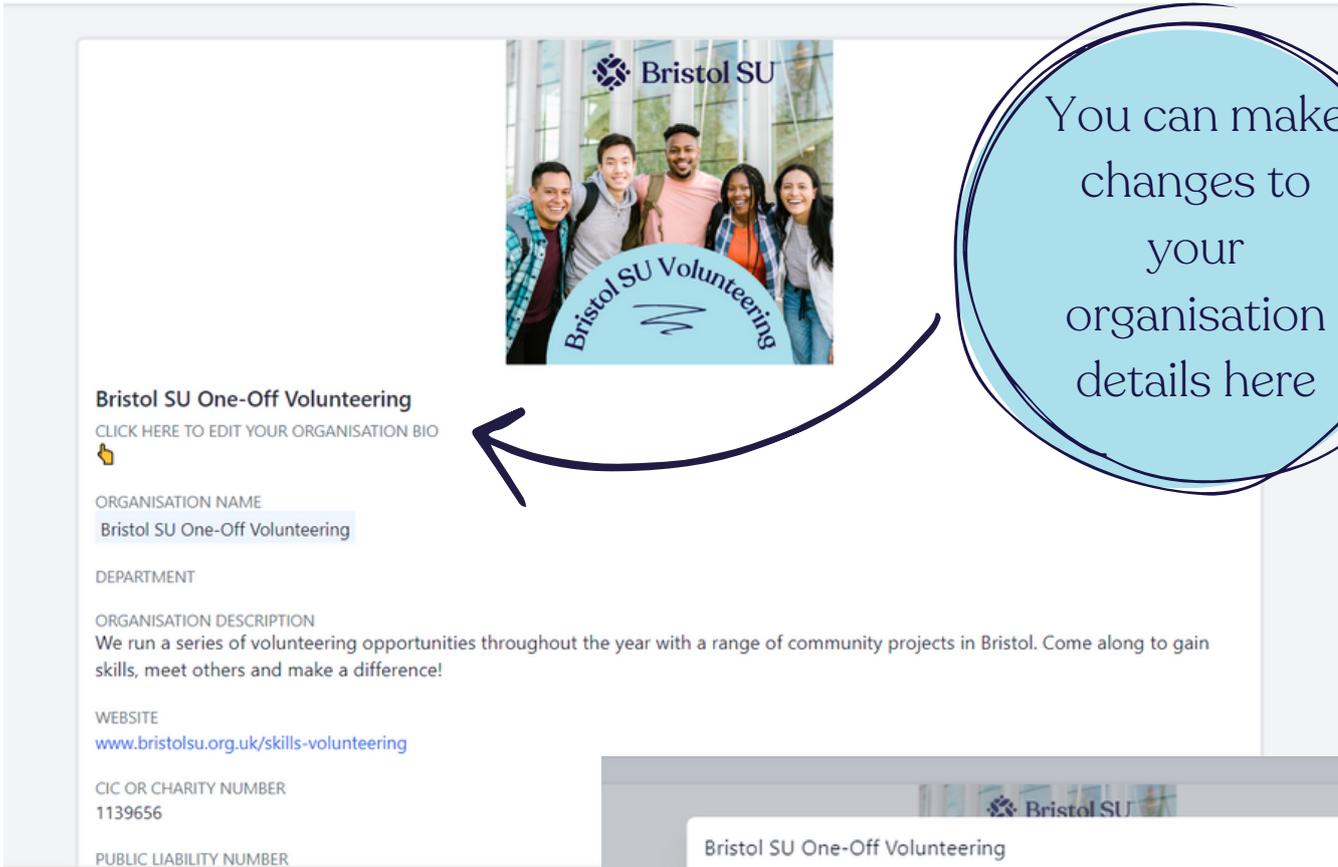
For community partners.
Haven't created an account? Register your organisation [here](#).

Organisation Name

Pin

3. View your organisation profile

[Organisation Profile](#) Go To ▾

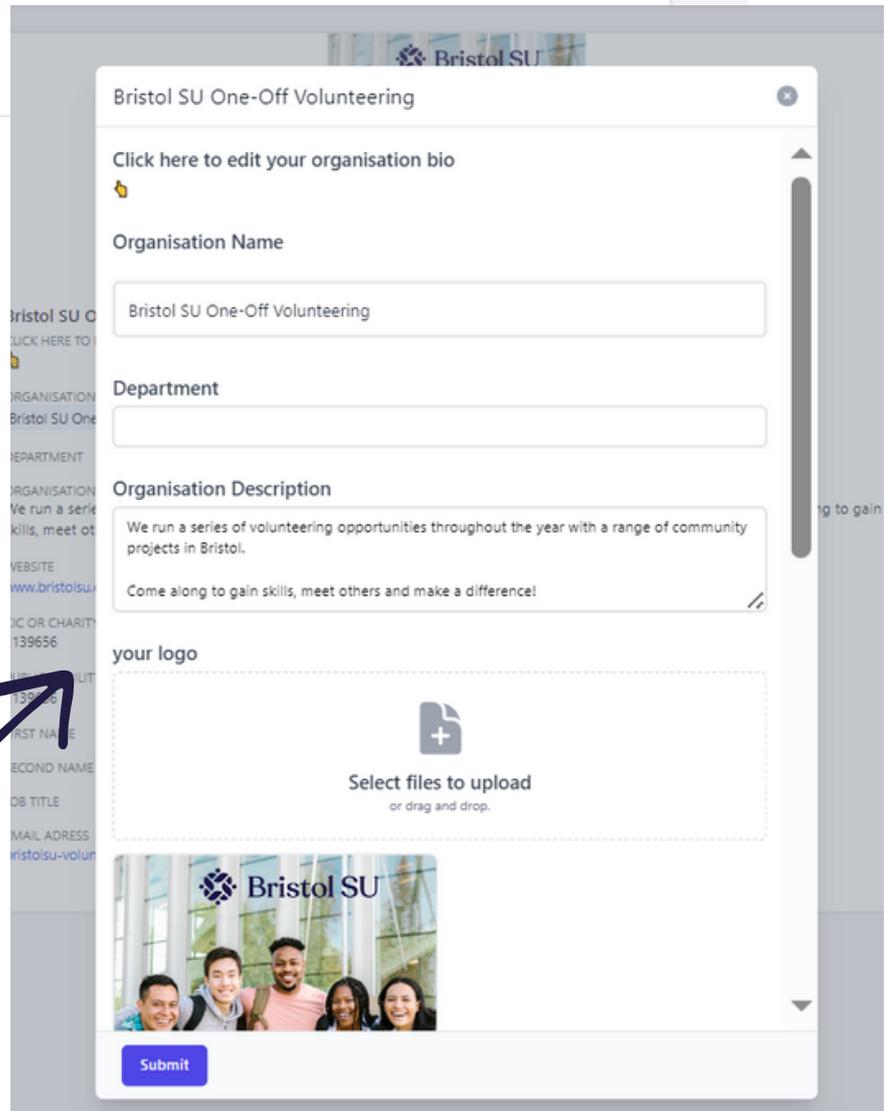


You can make changes to your organisation details here

1. Once you've logged in, click '**Organisation Profile**' to view the details about your organisation.

2. You can make changes to your details by selecting '**click here to edit your organisation bio**'.

This will take you to a page which looks like this.



4. Create a volunteering opportunity

Organisation Profile Go To ▾

The screenshot shows the top navigation bar with buttons for 'Live listings', 'Expired listings', 'Rejected Listings', and '+ Create New Opportunity'. A search bar is on the right. A dropdown menu is open under 'Go To', listing 'Your Opportunities', 'View Live Opportunities', 'Volunteer Applications', and 'Feedback'. Below the navigation are two cards for 'Bristol SU Volunteering': 'Tree Planting Volunteering' and 'Charity Shop Volunteering: One-...'. Each card includes a 'BRIEF OPPORTUNITY DESCRIPTION'.

1. Select **'Go To'** at the top of your homepage and choose **'Your Opportunities'** from the drop-down menu

2. Click **'Create New Opportunity'**

3. Fill in the required details about the opportunity and press **'send opportunity request'**.

4. We'll send you email letting you know that your request has been submitted and another once your opportunity has been checked.

The 'Create New Opportunity' form includes a submission notice: 'Once you've submitted an opportunity, we will review the details and notify you once it's been approved.' The form fields are: 'Organisation Description' (pre-filled with 'We aim to run a series of one-off volunteering opportunities throughout the year, covering a range of areas.'), 'Opportunity Title*' (text input), 'Area of Interest*' (dropdown menu with 'Select...' option), 'Number of vols required*' (text input), 'Brief opportunity description*' (text area with a 250 character limit), 'Detailed Opportunity Description*' (text area), and 'Skills volunteers can gain*' (text area). A blue 'Send opportunity request' button is at the bottom.

5. View your organisation's live volunteering opportunities

Organisation Profile Go To ▾

Live listings Expired listings Rejected Listings + Create New Opportunity Search

Bristol SU Tree Planting Volunteering

Bristol SU Charity Shop Volunteering: One-...

1. Select **'Go To'** at the top of your homepage and choose **'Your Opportunities'** from the drop-down menu.
2. Choose **'Live listings'** to view all the opportunities currently available for student to apply for.

3. Click on the opportunity to make changes to the details and press **'send opportunity request'**.

Tree Planting Volunteering

Once you've submitted an opportunity, we will review the details and notify you once it's been approved.

Reference
Tree Planting Volunteering

Organisation Description
We aim to run a series of one-off volunteering opportunities throughout the year, covering a range of areas.

Opportunity Title*
Tree Planting Volunteering

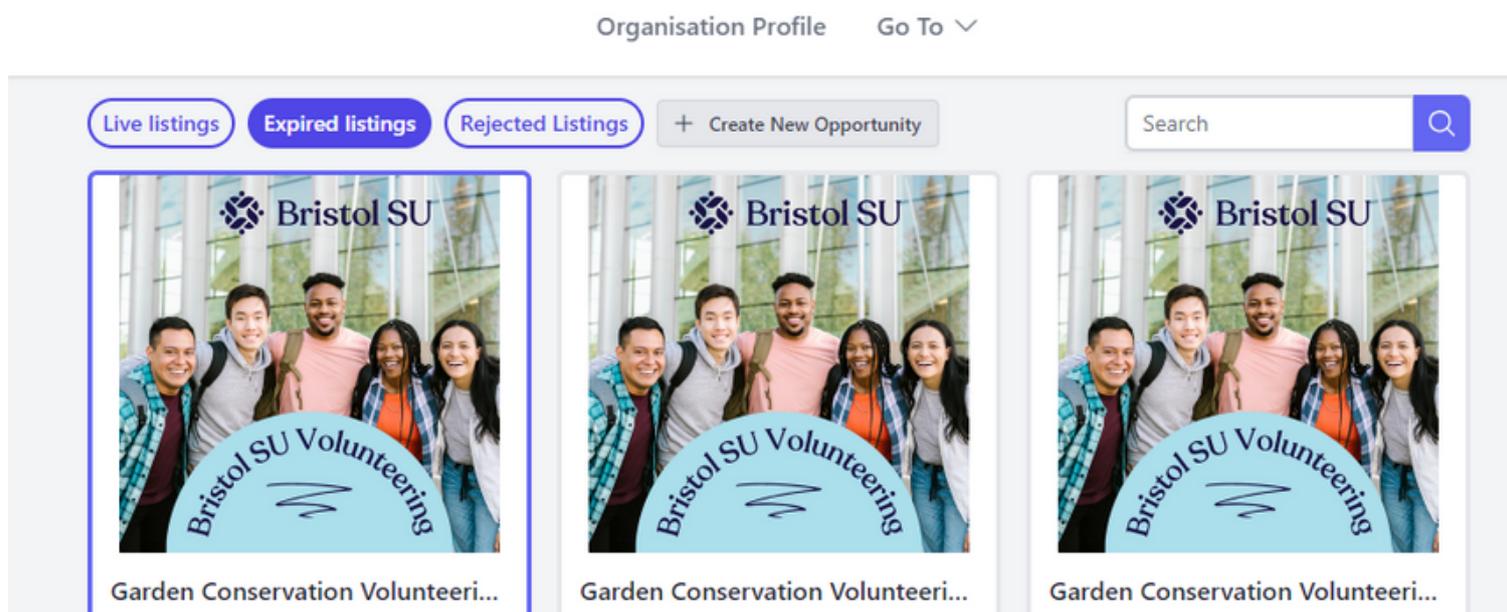
Area of Interest*
Environmental and Conservation

Number of vols required*
15

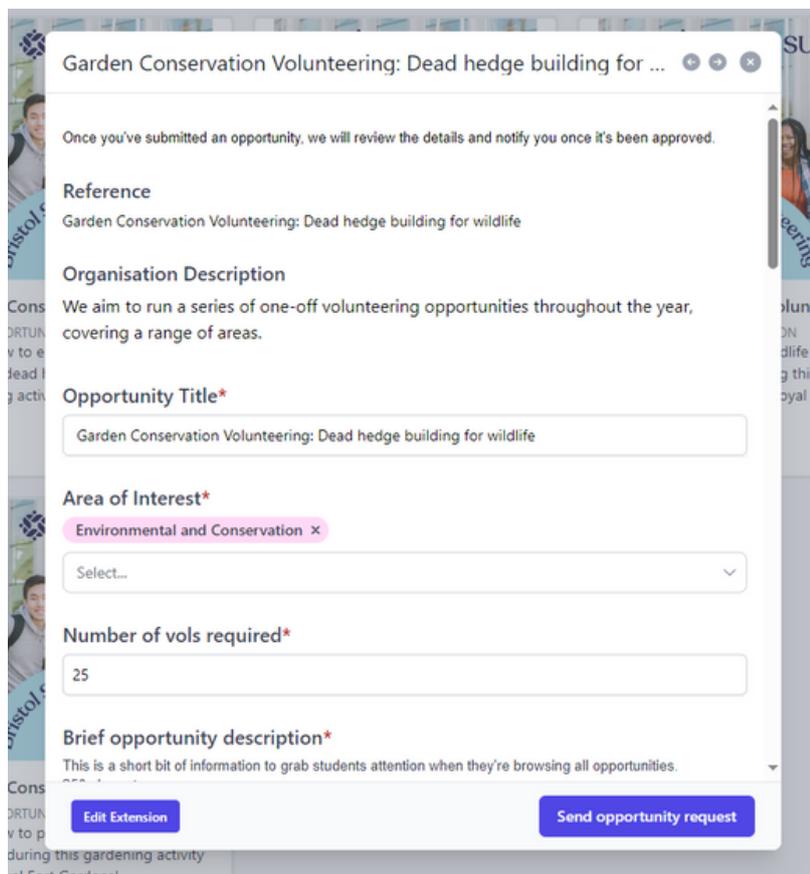
Brief opportunity description*
This is a short bit of information to grab students attention when they're browsing all opportunities.

Edit Extension Send opportunity request

6. View and reupload expired opportunities



1. Select **'Go To'** at the top of your homepage and choose **'Your Opportunities'** from the drop-down menu.
2. Choose **'Expired listings'** to view old opportunities which students can no longer view.
3. Click on the opportunity to amend the details and press **'send opportunity request'**.
4. You'll be sent an email confirming that the opportunity is live.



7. Amend a rejected opportunity request

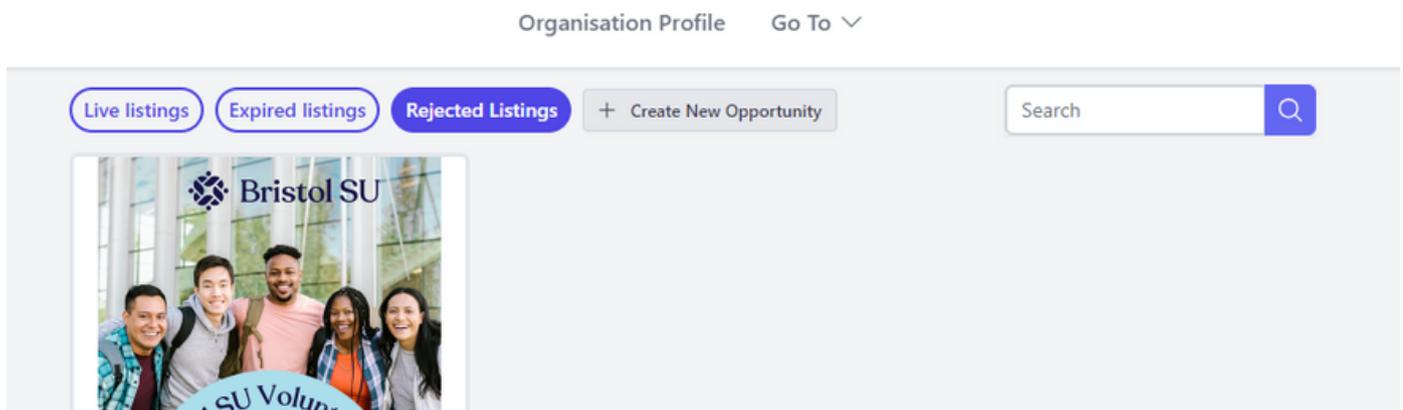
Hi Bristol SU One-Off Volunteering,

Thank you for uploading your volunteering opportunity Test Opportunity.

Unfortunately, we are not able to approve this opportunity as this opportunity requires more details.



1. If an opportunity has not been accepted, you will receive an email explaining the action needed to take.

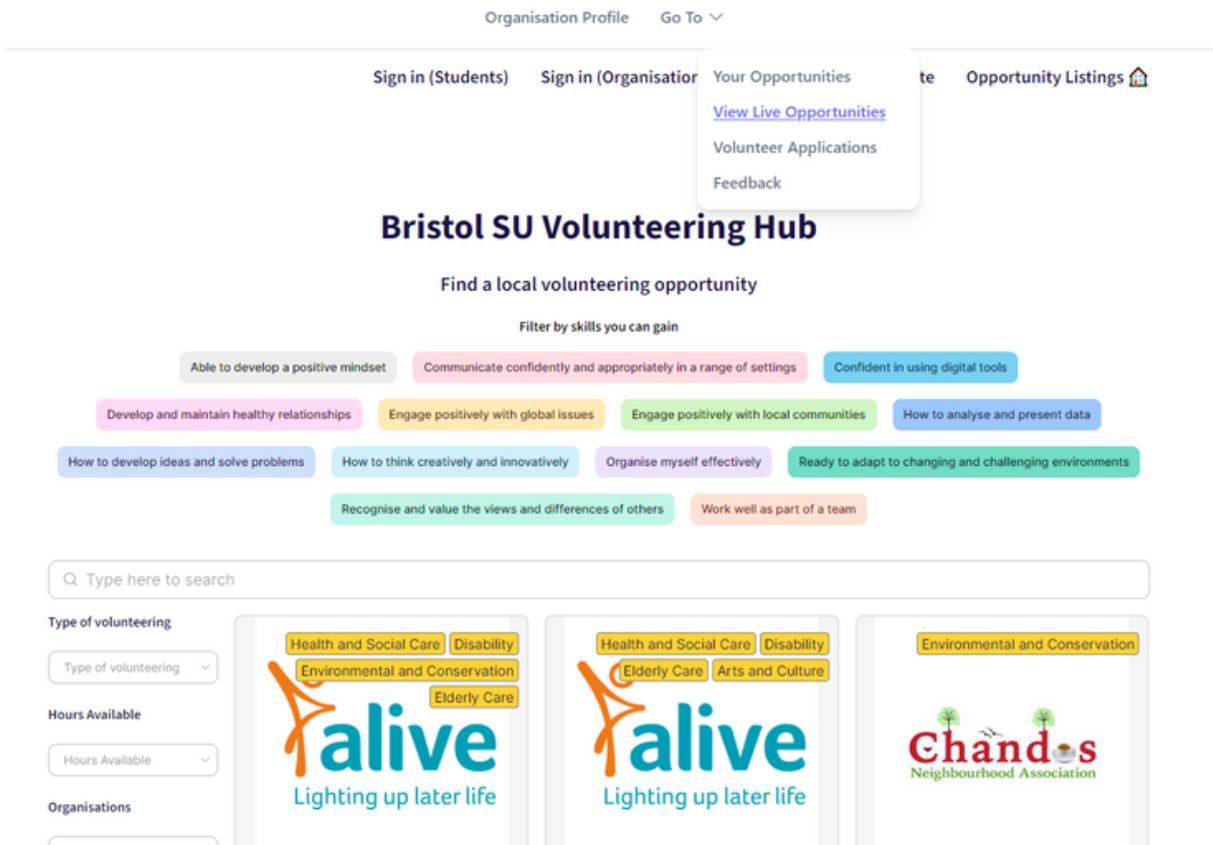


2. Select **'Go To'** at the top of your homepage and choose **'Your Opportunities'** from the drop-down menu.

3. Choose **'Rejected Listings'** and click on the opportunity to make an amendment.

4. You will be sent an email once your opportunity has been checked.

8. How students view and apply for opportunities



1. Select **‘Go To’** at the top of your homepage and choose **‘View Live Opportunities’** from the drop-down menu.

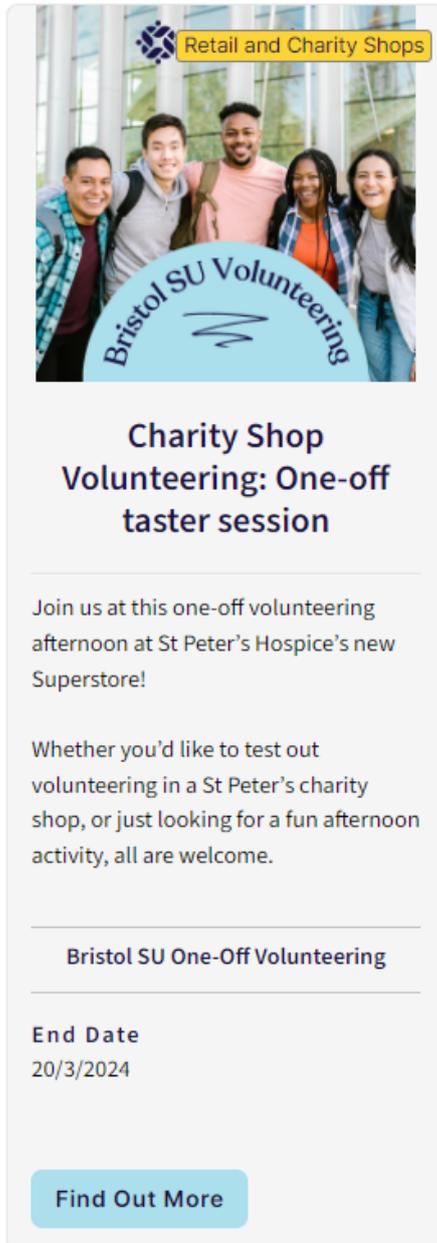
2. Opportunities can be filtered by:

- Skills students want to gain
- Type of volunteering sector
- Total hours available to volunteer
- Organisation name
- Whether the opportunity requires a DBS check

8. How students view and apply for opportunities cont.

3. Click **'Find Out More'** to read further details about an opportunity.

4. When a student clicks **'Apply Here'**, their details will be shared with your organisation via email. This may include an optional supporting statement from the student.



Retail and Charity Shops

Charity Shop Volunteering: One-off taster session

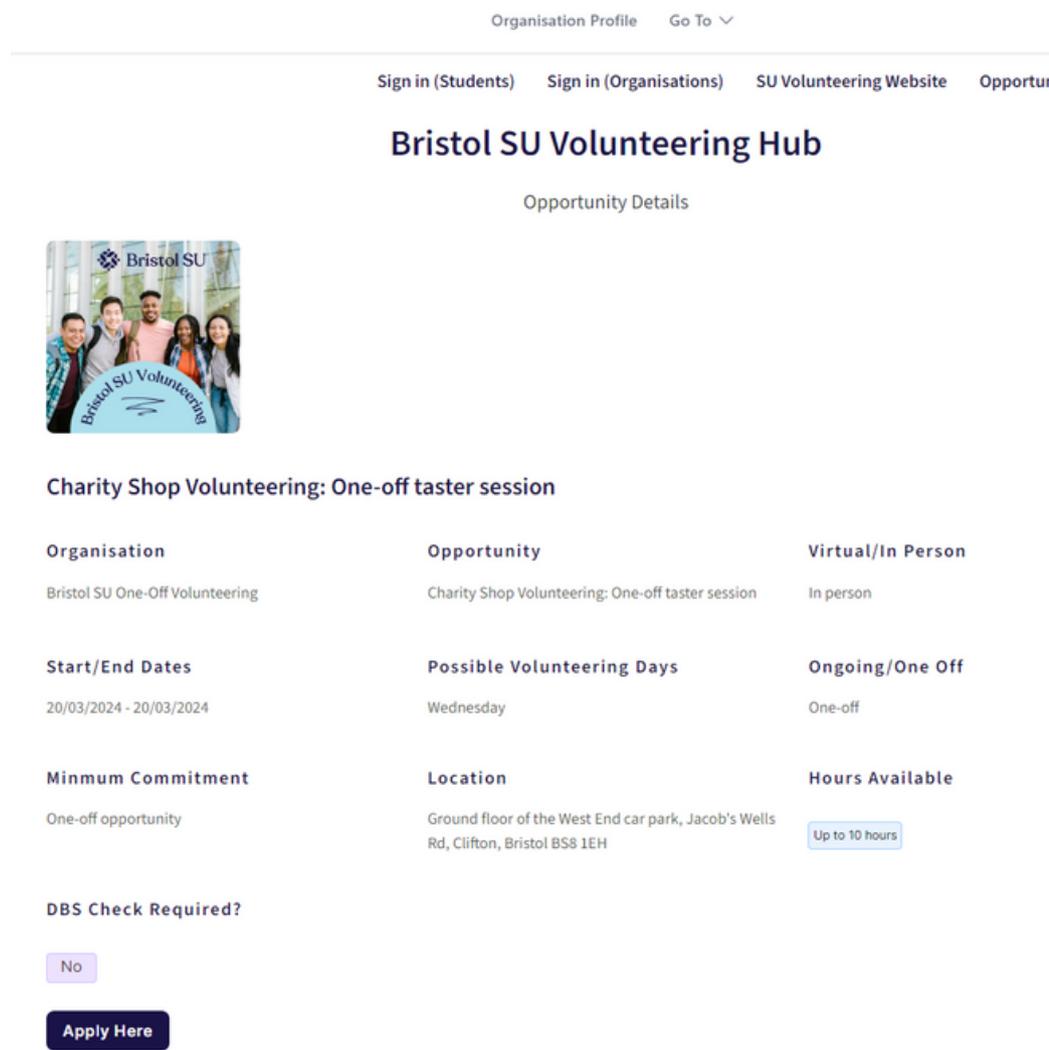
Join us at this one-off volunteering afternoon at St Peter's Hospice's new Superstore!

Whether you'd like to test out volunteering in a St Peter's charity shop, or just looking for a fun afternoon activity, all are welcome.

Bristol SU One-Off Volunteering

End Date
20/3/2024

[Find Out More](#)



Organisation Profile Go To ▾

[Sign in \(Students\)](#) [Sign in \(Organisations\)](#) [SU Volunteering Website](#) [Opportunities](#)

Bristol SU Volunteering Hub

Opportunity Details



Charity Shop Volunteering: One-off taster session

| | | |
|---------------------------------|---|--------------------------------|
| Organisation | Opportunity | Virtual/In Person |
| Bristol SU One-Off Volunteering | Charity Shop Volunteering: One-off taster session | In person |
| Start/End Dates | Possible Volunteering Days | Ongoing/One Off |
| 20/03/2024 - 20/03/2024 | Wednesday | One-off |
| Minimum Commitment | Location | Hours Available |
| One-off opportunity | Ground floor of the West End car park, Jacob's Wells Rd, Clifton, Bristol BS8 1EH | Up to 10 hours |
| DBS Check Required? | | |
| <input type="radio"/> No | | |

[Apply Here](#)

9. Contact student volunteers about an opportunity

Hi Bristol SU One-Off Volunteering,

A student has expressed interest in your volunteering opportunity: Charity Shop Volunteering: One-off taster session

Student Details:

Full Name: Test Volunteer

Contact Email: thisisatest@bristol.ac.uk

To view volunteer applications:

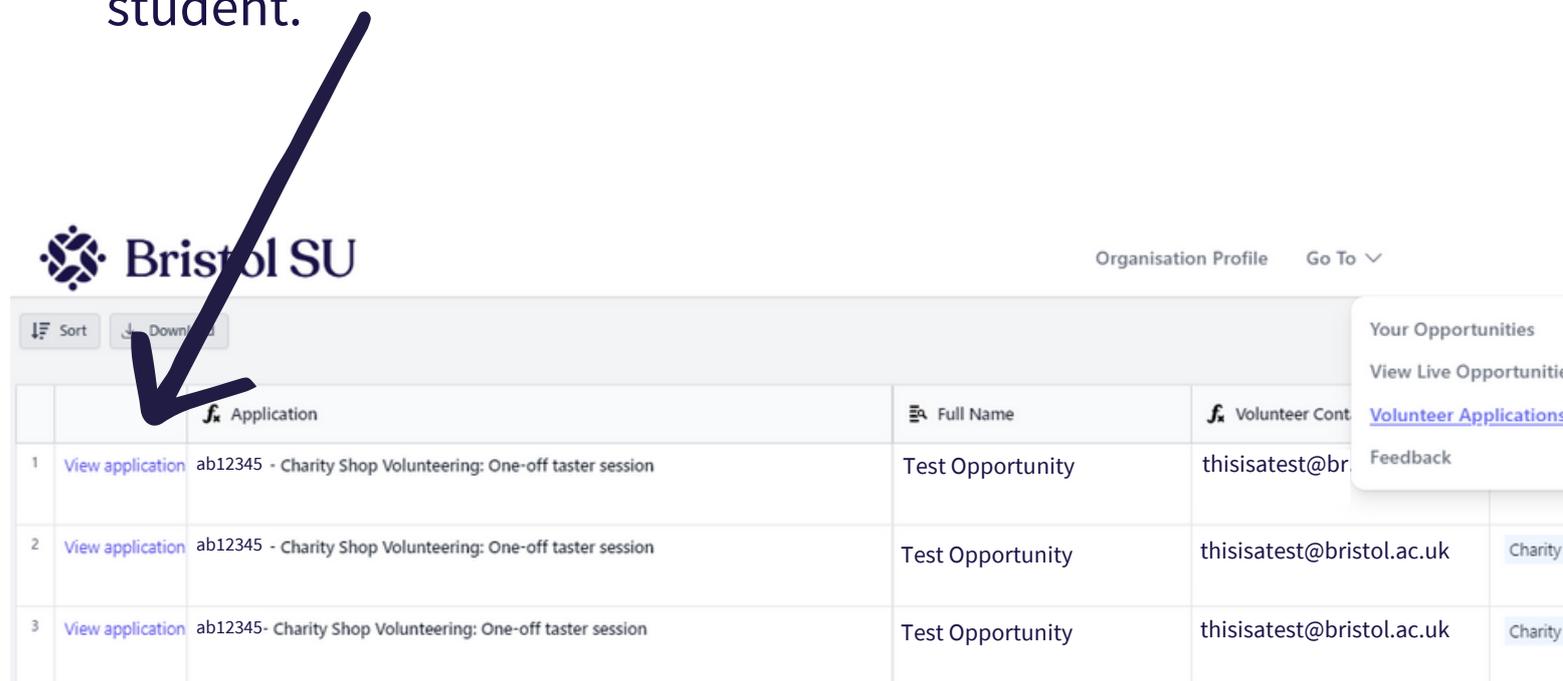
- Sign in to the [Volunteering Hub](#)

1. When a student applies for an opportunity, their details will be shared with your organisation via email.

2. This may include an optional supporting statement from the student.

To view the supporting statement:

- Click **'Go To'** at the top of the page and select **'Volunteer Applications'** from the drop-down menu.
- Click **'View application'**, to see further details from the student.



The screenshot shows the Bristol SU Volunteering Hub interface. At the top left is the Bristol SU logo. On the right, there are links for "Organisation Profile" and "Go To". Below this is a table of volunteer applications. The table has columns for "Application", "Full Name", and "Volunteer Cont". A large black arrow points from the text above to the "View application" link in the first row of the table. On the right side, a dropdown menu is open, showing options: "Your Opportunities", "View Live Opportunities", "Volunteer Applications" (which is highlighted), and "Feedback".

| | Application | Full Name | Volunteer Cont |
|---|--|------------------|---------------------------|
| 1 | View application ab12345 - Charity Shop Volunteering: One-off taster session | Test Opportunity | thisisatest@br |
| 2 | View application ab12345 - Charity Shop Volunteering: One-off taster session | Test Opportunity | thisisatest@bristol.ac.uk |
| 3 | View application ab12345 - Charity Shop Volunteering: One-off taster session | Test Opportunity | thisisatest@bristol.ac.uk |

9. Contact student volunteers about an opportunity cont.

Hi Bristol SU One-Off Volunteering,

A student has expressed interest in your volunteering opportunity: Charity Shop Volunteering: One-off taster session

Student Details:

Full Name: Test Volunteer

Contact Email: thisisatest@bristol.ac.uk

To view volunteer applications:

- Sign in to the [Volunteering Hub](#)

3. We recommend contacting students about the opportunity as soon as possible.

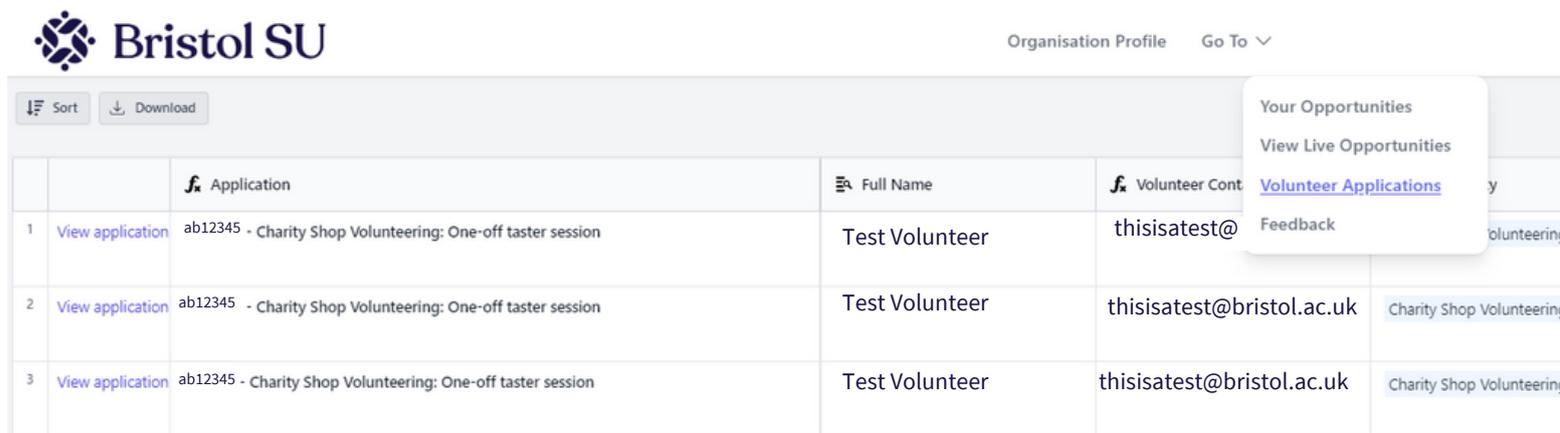
4. Please confirm that you have contacted students on the Volunteering Hub

- Click **'Go To'** at the top of the page and select **'Volunteer Applications'** from the drop-down menu.
- Tick **'I have contacted this applicant'**, once you have done so.

The screenshot shows the 'Bristol SU One-Off Volunteering' interface. At the top, there is a 'Go To' dropdown menu with a search icon. A dropdown menu is open, showing options: 'Your Opportunities', 'View Live Opportunities', 'Volunteer Applications' (highlighted), and 'Feedback'. Below the menu is a table with columns for 'Volunteer Contact', 'Opportunity', and 'I have contacted this applicant'. The table contains three rows of data, all with checked boxes in the 'I have contacted this applicant' column. A large blue arrow points from the text above to the 'I have contacted this applicant' column header.

| Volunteer Contact | Opportunity | I have contacted this applicant |
|---------------------------|---|-------------------------------------|
| thisisatest@ | Charity Shop Volunteering: One-off taster session | <input checked="" type="checkbox"/> |
| thisisatest@bristol.ac.uk | Charity Shop Volunteering: One-off taster session | <input checked="" type="checkbox"/> |
| thisisatest@bristol.ac.uk | Charity Shop Volunteering: One-off taster session | <input checked="" type="checkbox"/> |

10. View all volunteer applications



Bristol SU Organisation Profile Go To ▾

Sort Download

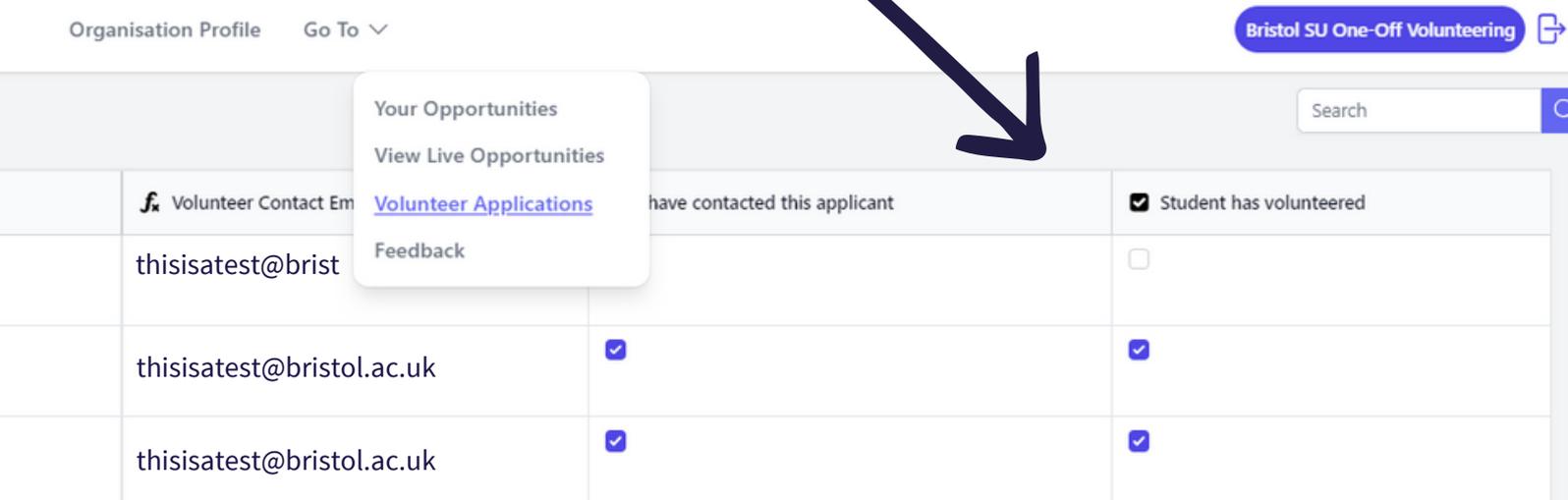
| | Application | Full Name | Volunteer Contact | |
|---|--|----------------|---------------------------|---------------------------|
| 1 | View application ab12345 - Charity Shop Volunteering: One-off taster session | Test Volunteer | thisisatest@ | |
| 2 | View application ab12345 - Charity Shop Volunteering: One-off taster session | Test Volunteer | thisisatest@bristol.ac.uk | Charity Shop Volunteering |
| 3 | View application ab12345 - Charity Shop Volunteering: One-off taster session | Test Volunteer | thisisatest@bristol.ac.uk | Charity Shop Volunteering |

1. Select **‘Go To’** at the top of your homepage and choose **‘Volunteer Applications’** from the drop-down menu.

- the most recent application will show at the top of the page

2. Once you have contacted a student about an opportunity, please tick **‘I have contacted this applicant’**.

3. When a student has started volunteering, please tick **‘Student has volunteered’**.



Organisation Profile Go To ▾ Bristol SU One-Off Volunteering

Your Opportunities
View Live Opportunities
[Volunteer Applications](#)
Feedback

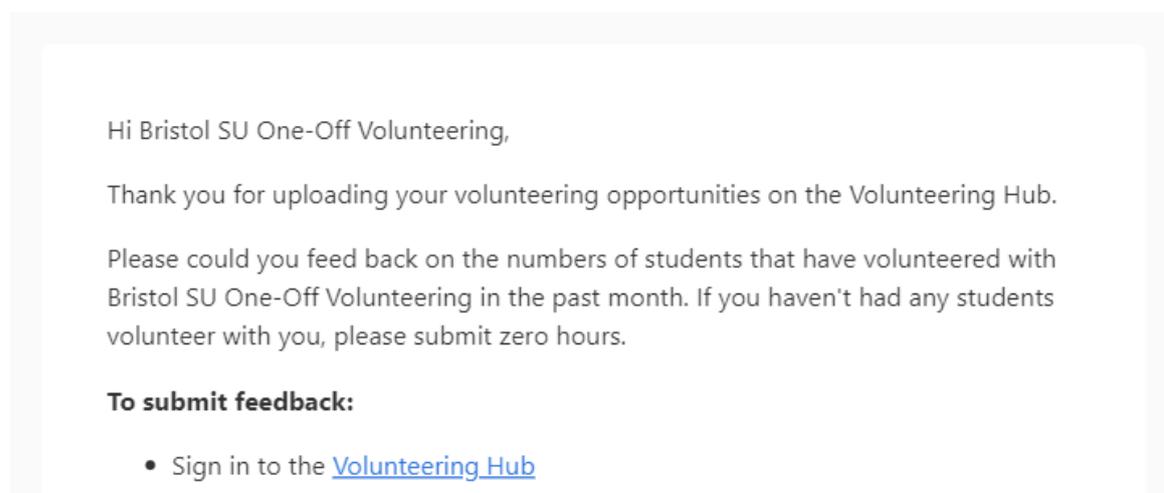
| Volunteer Contact Email | I have contacted this applicant | Student has volunteered |
|---------------------------|-------------------------------------|-------------------------------------|
| thisisatest@bristol.ac.uk | <input type="checkbox"/> | <input type="checkbox"/> |
| thisisatest@bristol.ac.uk | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| thisisatest@bristol.ac.uk | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

11. Provide Feedback

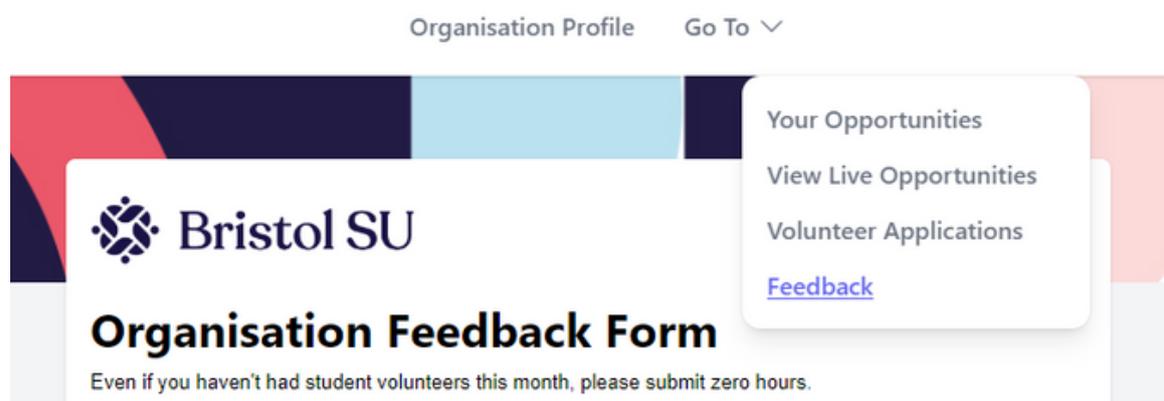
When you register with us, we'll ask you to sign our Service Level Agreement. One requirement is that we ask all organisations to provide monthly feedback.

This helps us to collect useful data on student volunteering, but we also want to hear about your experience partnering with the Bristol SU.

You'll receive a monthly email reminder from us, which looks like this



1. Select **'Go To'** at the top of your homepage and choose **'Feedback'** from the drop-down menu.



11. Provide Feedback cont.

You're only required to complete the questions with a red asterisk, but all feedback you provide helps us to improve our service.

We'll ask for data on the students that have volunteered with you in the past month (as shown on this list).

We'll also ask for data on any other student that has volunteered with you, without using the Volunteering Hub.



Organisation Feedback Form

Even if you haven't had student volunteers this month, please submit zero.

Month

We are asking for feedback for the month displayed below. Only the question required.

March

Organisation

Bristol SU One-Off Volunteering

Past Month Volunteers

If this number doesn't seem accurate, head to the 'Volunteer Applications' page to update the number of students you have volunteered with you. Still doesn't seem right? Send us a message at [bristol@bristol.ac.uk](#)

ab12345 - Charity Shop Volunteering: One-off taster session

How easy did you find listing your opportunities on our system?

Select...

Please use this space to share any feedback on partnering with Bristol SU Volunteering

Please use this space to tell us any great stories about your student volunteers

Would you recommend partnering with Bristol SU Volunteering?

Select...

Submit

We'd really appreciate any other feedback you're able to give.

This helps us to improve the user experience of the Volunteering Hub and champion positive volunteer stories.

Thank you for partnering with Bristol SU!

If you've finished the guide and still have questions, do
get in touch with us at
bristolsu-volunteering@bristol.ac.uk.