


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

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

Retail and Charity Shops



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



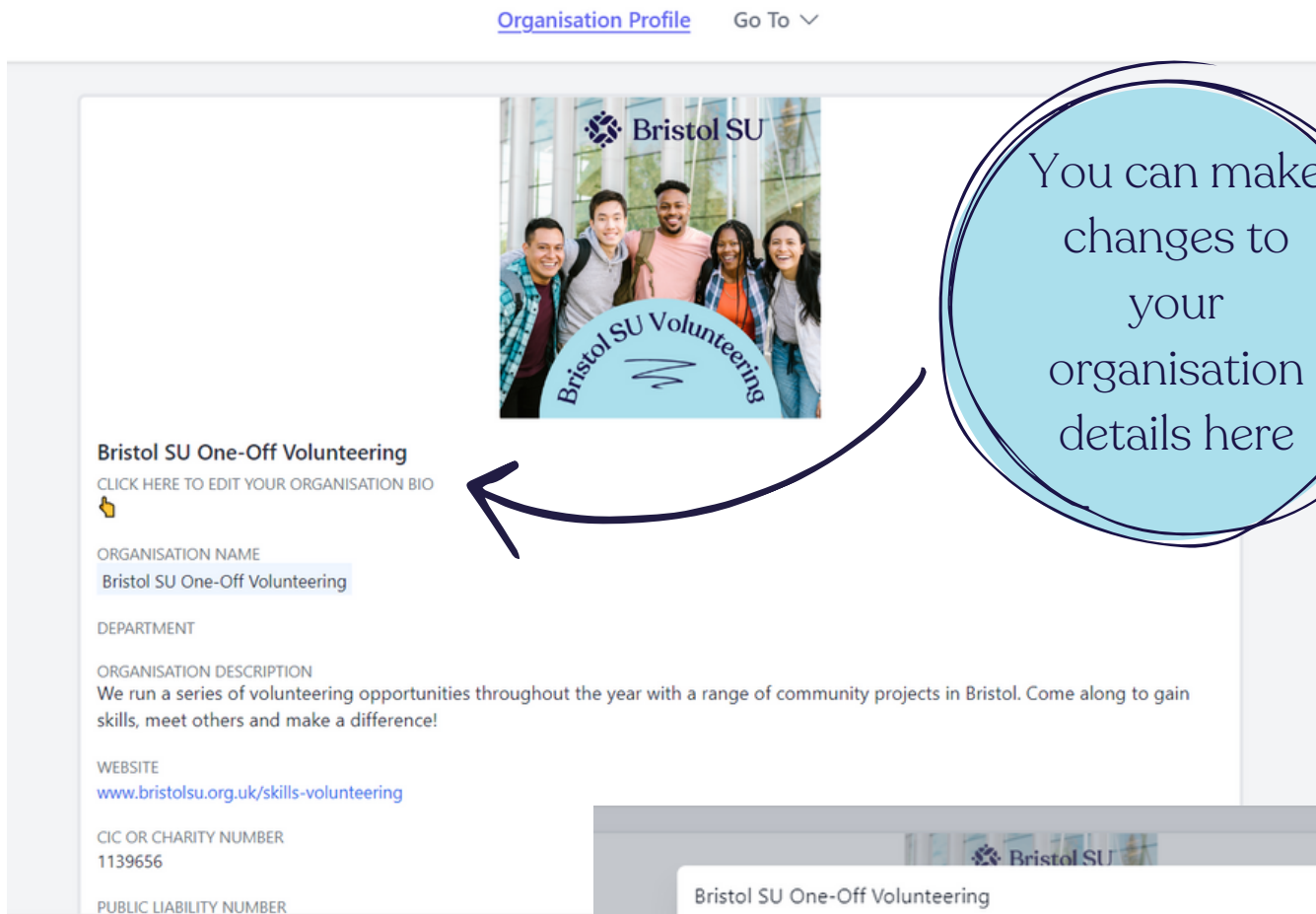
1. Choose '**Sign in (Organisations)**' at the top of the page, this will take you to a page which looks like this.

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.

A screenshot of the login page for the Bristol SU Volunteering Hub, specifically for organisations. The page features the Bristol SU logo at the top left. Below the logo, the text reads 'Bristol SU Volunteering Hub' and 'For community partners. Haven't created an account? Register your organisation [here](#).' There are two input fields: 'Organisation Name' and 'Pin'. Below these fields is a blue 'Continue' button. A large black arrow points down from the top right of the page towards the login form.

3. View your organisation profile



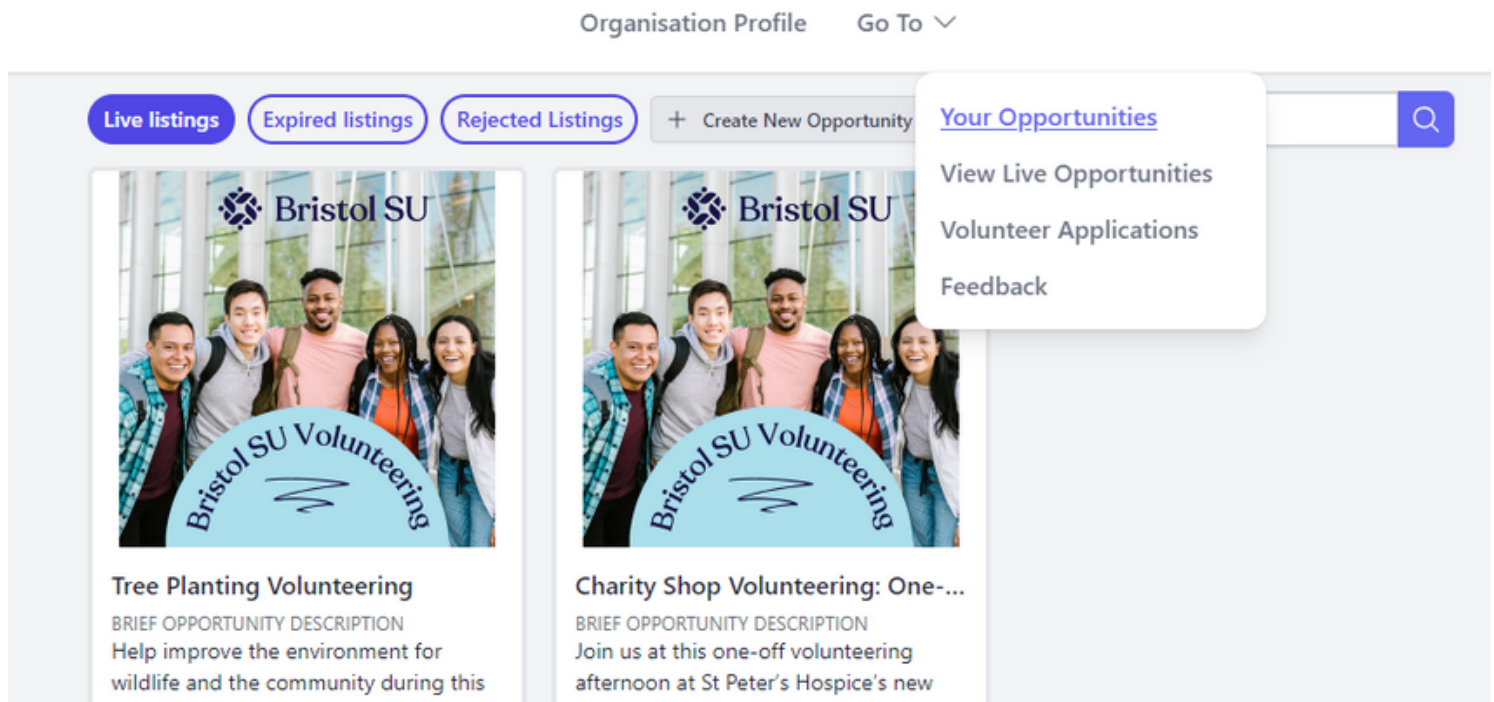
1. Once you've logged in, click '**Organisation Profile**' to view the details about your organisation.

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.

The screenshot shows the 'Edit Organisation Bio' form for 'Bristol SU One-Off Volunteering'. The form has a title bar with the organization name and a close button. It contains the following fields: 'Click here to edit your organisation bio' with a hand cursor icon, 'Organisation Name' (Bristol SU One-Off Volunteering), 'Department', 'Organisation Description' (We run a series of volunteering opportunities throughout the year with a range of community projects in Bristol. Come along to gain skills, meet others and make a difference!), and a section for 'your logo' with a 'Select files to upload or drag and drop.' button. At the bottom, there is a preview of the organization's header image and a 'Submit' button.

4. Create a volunteering opportunity



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

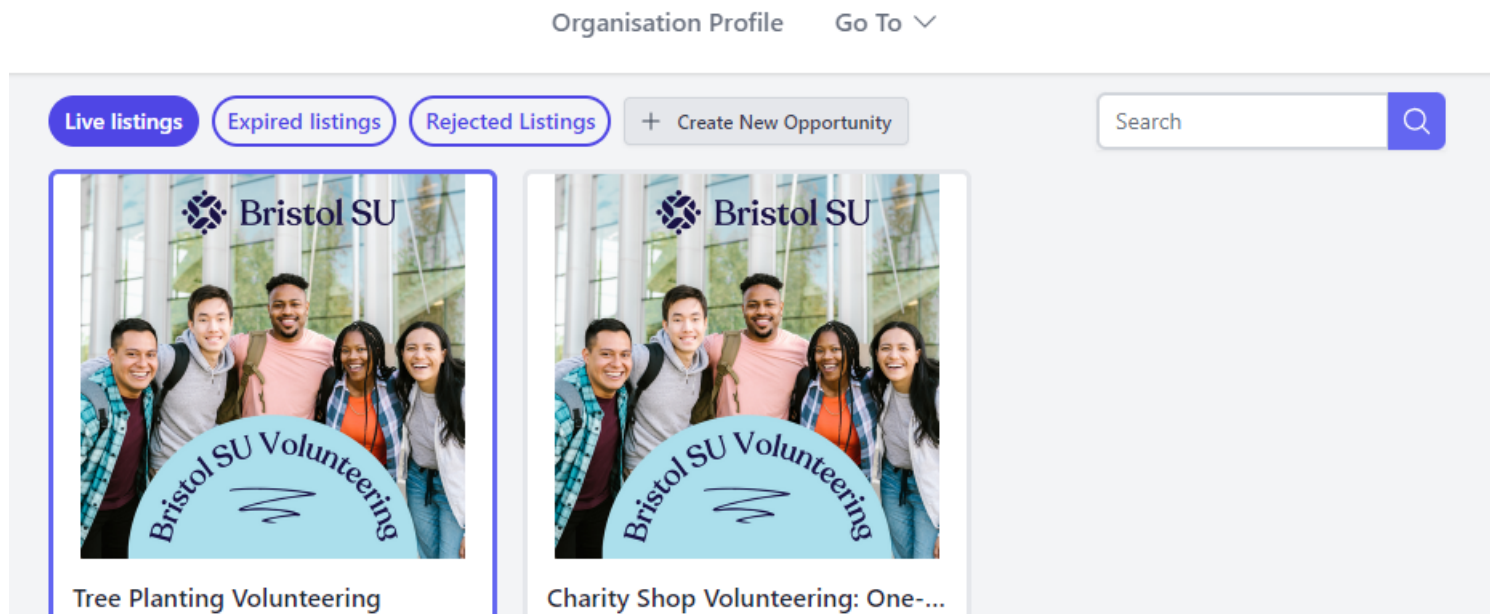
2. Click '**Create New Opportunity**'

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.

A screenshot of the 'Create New Opportunity' form. The form is titled 'Create New Opportunity' and includes a note: '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' (text area), '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 input). A blue button at the bottom says 'Send opportunity request'.

5. View your organisation's live volunteering opportunities

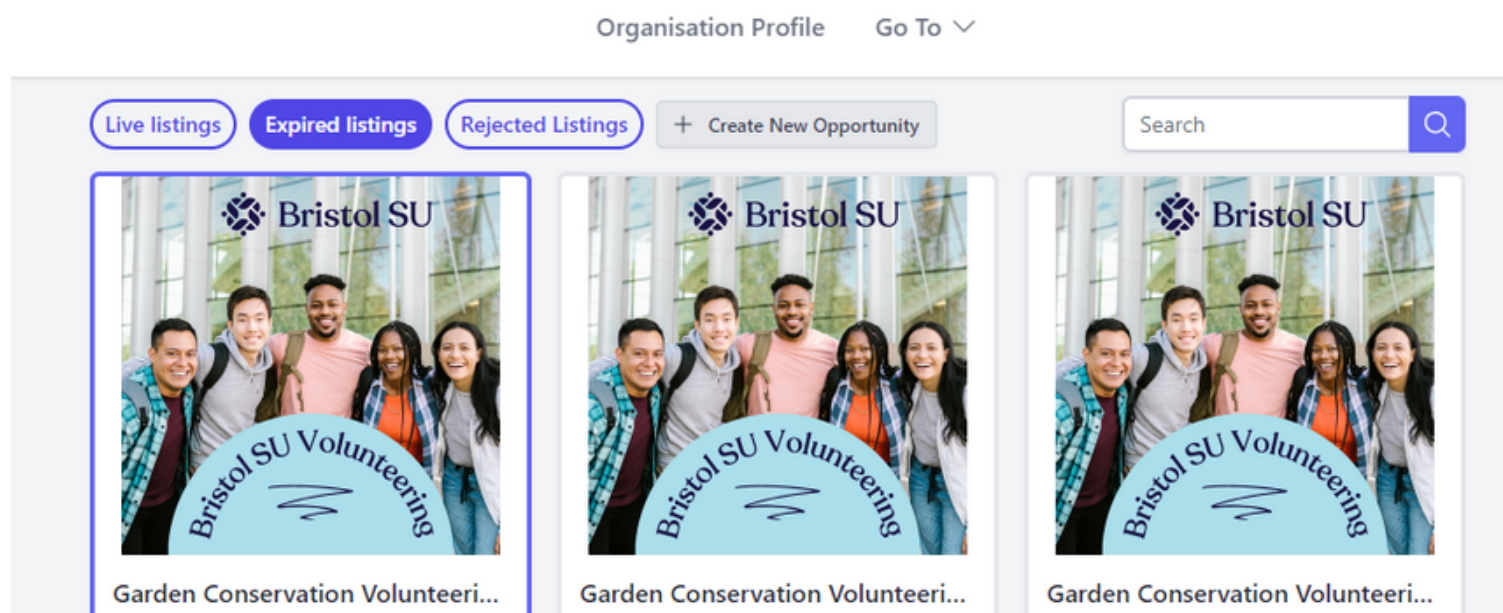


1. Select **'Go To'** at the top of your homepage and choose **'Your Opportunities'** from the drop-down menu.
2. Choose **'Live listings'** to view all the opportunities currently available for student to apply for.

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

A screenshot of the 'Tree Planting Volunteering' opportunity form. The form is titled 'Tree Planting Volunteering' and includes a note: 'Once you've submitted an opportunity, we will review the details and notify you once it's been approved.' The form fields are: '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), and 'Brief opportunity description*' (This is a short bit of information to grab students attention when they're browsing all opportunities.). At the bottom, there are two buttons: 'Edit Extension' and '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.

A screenshot of a web form for editing a volunteering opportunity. The title is 'Garden Conservation Volunteering: Dead hedge building for ...'. Below the title, there's a message: 'Once you've submitted an opportunity, we will review the details and notify you once it's been approved.' The form has several sections: 'Reference' with the text 'Garden Conservation Volunteering: Dead hedge building for wildlife'; 'Organisation Description' with the text 'We aim to run a series of one-off volunteering opportunities throughout the year, covering a range of areas.'; 'Opportunity Title*' with a text input field containing 'Garden Conservation Volunteering: Dead hedge building for wildlife'; 'Area of Interest*' with a dropdown menu showing 'Environmental and Conservation' and a close button 'x'; 'Number of vols required*' with a text input field containing '25'; and 'Brief opportunity description*' with a text area containing 'This is a short bit of information to grab students attention when they're browsing all opportunities.' At the bottom, there are two buttons: 'Edit Extension' and 'Send opportunity request'.

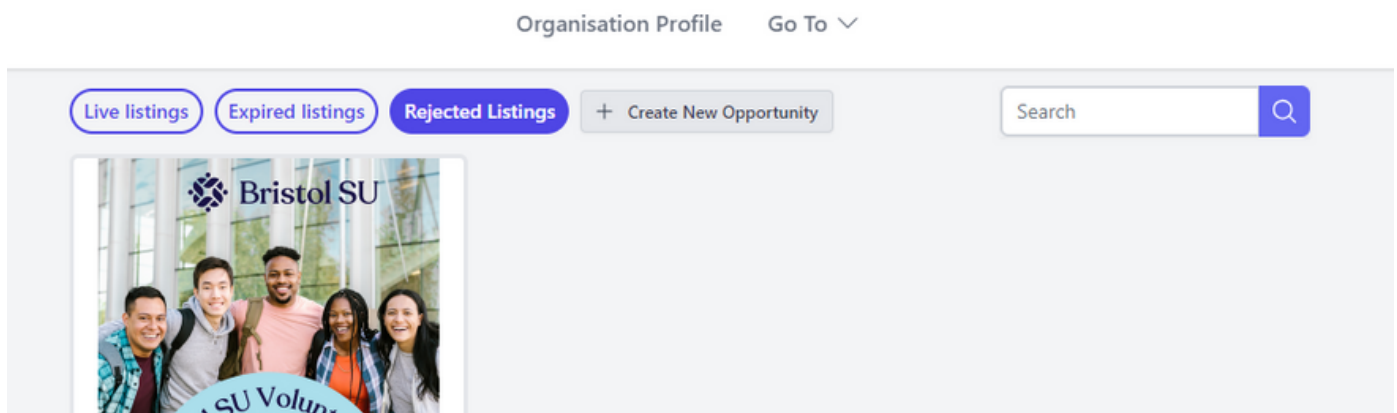
7. Amend a rejected opportunity request

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.

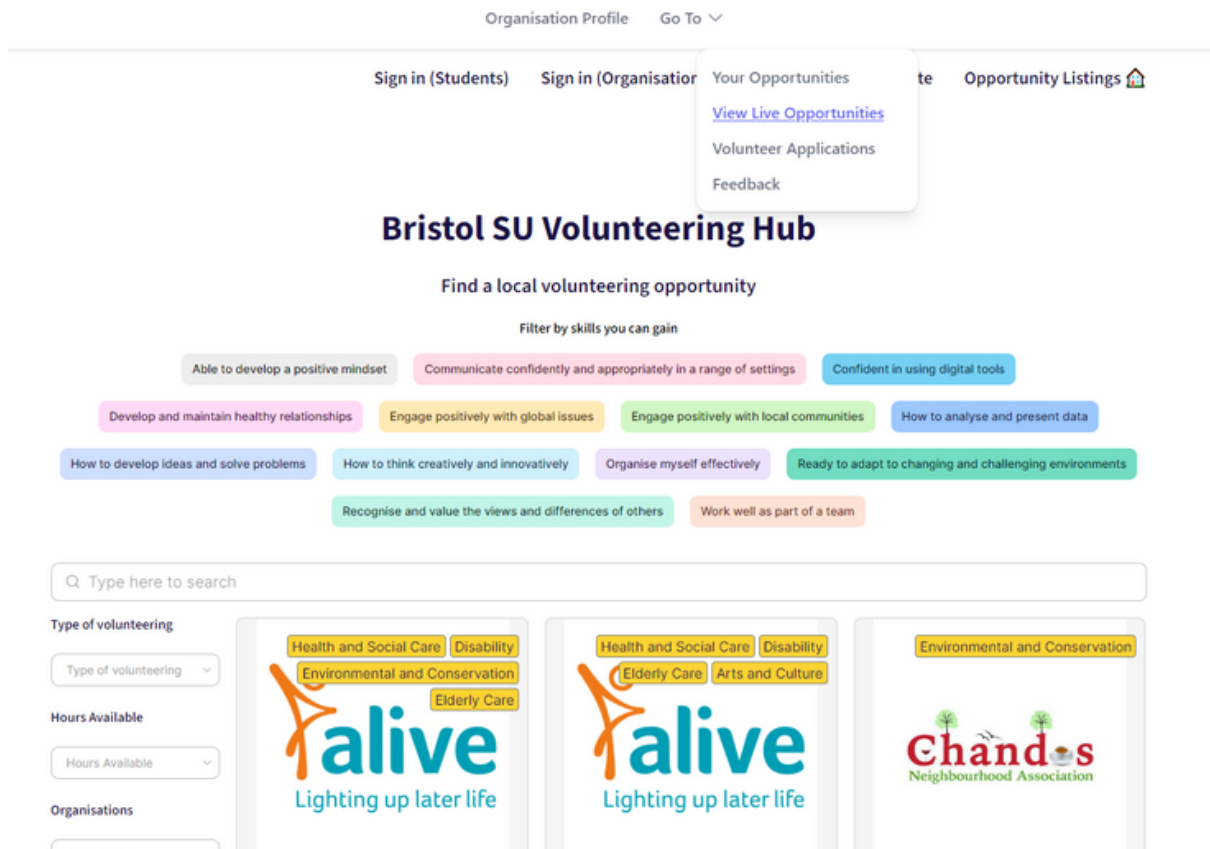


2. Select '**Go To**' at the top of your homepage and choose '**Your Opportunities**' from the drop-down menu.

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.

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

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.

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 Bristol SU One-Off Volunteering	Opportunity Charity Shop Volunteering: One-off taster session	Virtual/In Person In person
Start/End Dates 20/03/2024 - 20/03/2024	Possible Volunteering Days Wednesday	Ongoing/One Off One-off
Minnum Commitment One-off opportunity	Location Ground floor of the West End car park, Jacob's Wells Rd, Clifton, Bristol BS8 1EH	Hours Available Up to 10 hours
DBS Check Required? 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.

 Bristol SU

Organisation Profile Go To ▾

Sort Download

	 Application	 Full Name	 Volunteer Cont	
1	View application ab12345 - Charity Shop Volunteering: One-off taster session	Test Opportunity	thisisatest@br	<div>Your OpportunitiesView Live OpportunitiesVolunteer ApplicationsFeedback</div>
2	View application ab12345 - Charity Shop Volunteering: One-off taster session	Test Opportunity	thisisatest@bristol.ac.uk	Charity
3	View application ab12345- Charity Shop Volunteering: One-off taster session	Test Opportunity	thisisatest@bristol.ac.uk	Charity

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. A large blue arrow points from the text 'Click ‘Go To’ at the top of the page and select ‘Volunteer Applications’' to the 'Go To' dropdown menu. The dropdown menu is open, showing options: 'Your Opportunities', 'View Live Opportunities', 'Volunteer Applications' (highlighted in blue), and 'Feedback'. Below the dropdown, there is a table with three columns: 'Volunteer Contact', 'Opportunity', and 'I have contacted this applicant'. The table contains three rows of data, all with 'thisisatest@bristol.ac.uk' as the contact email and 'Charity Shop Volunteering: One-off taster session' as the opportunity. The 'I have contacted this applicant' column has checkboxes, all of which are checked.

Volunteer Contact	Opportunity	I have contacted this applicant
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"/>
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 Email	
1	View application ab12345 - Charity Shop Volunteering: One-off taster session	Test Volunteer	thisisatest@	<div>Your Opportunities View Live Opportunities Volunteer Applications Feedback</div>
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 ▾

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

Bristol SU One-Off Volunteering

Search

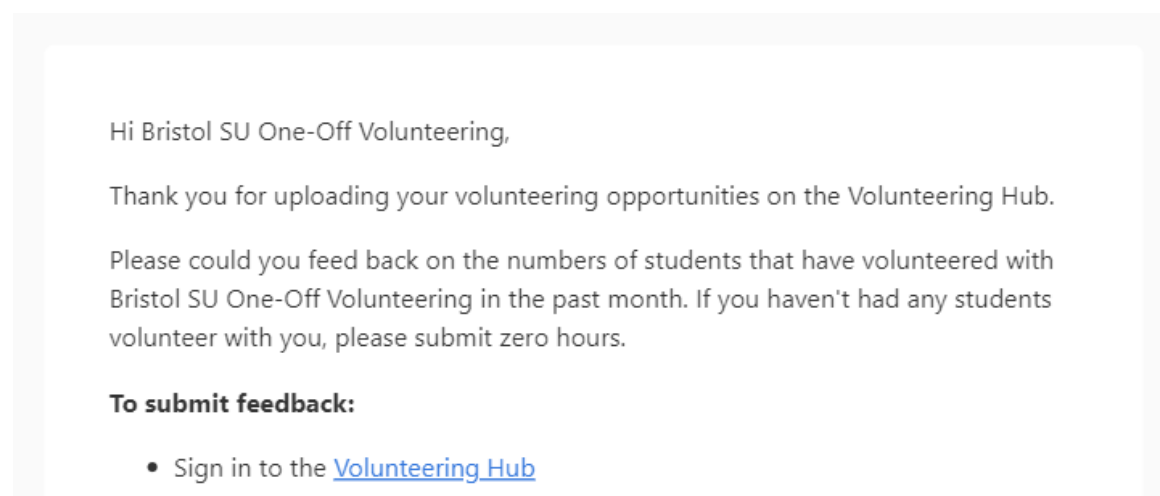
Volunteer Contact Email	<input checked="" type="checkbox"/> I have contacted this applicant	<input checked="" type="checkbox"/> Student has volunteered
thisisatest@brist		<input type="checkbox"/>
thisisatest@bristol.ac.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
thisisatest@bristol.ac.uk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

11. Provide Feedback

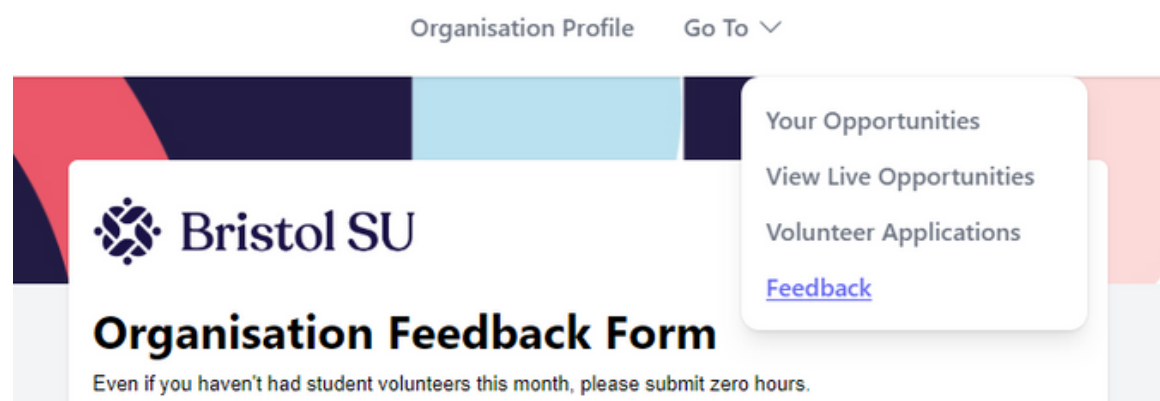
When you register with us, we'll ask you to sign our Service Level Agreement. One requirement is that we ask all organisations to provide monthly feedback.

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 asterix, but all feedback your 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 volunteers you have. Still doesn't seem right? Send us a message at [bristol@bristol.ac.uk](#)

ab12345 - Charity Shop Volunteering: One-off taster session

ab12345 - Charity Shop Volunteering: One-off taster session

ab12345 - Charity Shop Volunteering: One-off taster session

ab12345 - Charity Shop Volunteering: One-off taster session

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.