



WELCOME TO CAREERS SPRINGBOARD!

Thank you for choosing to volunteer with Careers Springboard and for helping us to provide free job search support to unemployed professionals and graduates.

Volunteering remains at the very heart of our organisation and the delivery of our services. You make a huge difference to what we are able to do.

We want to make sure that all of our volunteers who give up their time to support our work feel valued, useful, and proud to be a part of our fantastic organisation.

This handbook is here to help you get off to the best start on your volunteering journey and to act as a handy guide during your time with us.

Thank you once again for all your support.

Debbie Denyer



A LITTLE BIT ABOUT US

What we do

We provide free employment support services for people living in the Chilterns, South Buckinghamshire and surrounding areas, but we also welcome people from further afield.

Our vision

We strive to deliver the most relevant and highest quality job-seeking services and support to our members via qualified and experienced volunteers.

Approx
3080
members have
been helped back
into work since
1991.

In 2020...

We supported
228
new members.

1426
attendees
benefitted
from our weekly
meetings.

120
coaching sessions
provided tailored
support to our
members

We are a registered charity which
has been successfully supporting
managers, professionals and
graduates in their job search, since
1991.



A LITTLE BIT ABOUT YOU

Volunteers are at the heart of Careers Springboard and everything we do. We'll do everything to make sure that you have an enjoyable and rewarding volunteer experience.

You could be involved in a short term project or on a longer-term basis, providing you with a great opportunity to build your network, develop skills, improve wellbeing and fill a gap in your CV!



Ways to get involved

- Join our team of **Trustees** to assist with the governance of Careers Springboard.
- Become a member of the **Executive Committee** to support the day to day running of the charity.
- Provide pro-bono **coaching or CV support** to our members.
- Join our **Programme Committee** to help source speakers for meetings and events.
- Assist with our **fundraising** to help us keep doing what we do.
- **Host or chair** our weekly meetings.
- Support our **Administration, or PR & Marketing** teams to help spread the word about our great services.



YOUR VOLUNTEERING



What you can expect from us

- We will give you clear information about your role and responsibilities, along with what to do if something goes wrong.
- We will provide you with an induction on the work of Careers Springboard and give you the appropriate training and tools to carry out your role effectively.
- We will have adequate insurance to cover you while undertaking voluntary activities authorised by Careers Springboard and ensure that you are volunteering in a safe environment.
- We will treat our volunteers with respect and operate within the spirit of equality and diversity.
- We will cover reasonable out of pocket expenses.
- We will provide you with personal development opportunities and celebrate your successes and achievements.
- We will offer flexibility within volunteering opportunities and always allow you to say 'no' to anything unrealistic or unreasonable.

What we'd like from you

- You'll tell us about any changes to your personal circumstances or health that may affect your ability to volunteer with us.
- You'll keep the committee informed about your voluntary work and feedback to us about your activity.
- You'll support the values of Careers Springboard and contribute positively to the aims and commitments of the charity.
- You'll work in accordance with Careers Springboard's policies and procedures.
- You'll engage with volunteering to the best of your ability and make the most of the opportunities on offer.
- You'll maintain the good name and reputation of Careers Springboard throughout your time as a volunteer.
- You'll volunteer within the organisation's guidelines and the boundaries of your role.

HOW WE WILL SUPPORT YOU

Support and supervision

Providing support and supervision to our volunteers is very important to us as we want you to feel confident and comfortable in your role.

Support can be offered on the telephone, through group meetings, or one to one reviews, depending on the nature of your role.

Formal recognition of the fantastic contribution of volunteers is expressed through annual reports, website articles, and social media and we'll also stay in touch with regular emails and newsletters.

Induction and training

Volunteers will be given an induction and provided with training appropriate to the role. As your volunteering progresses, we will also offer relevant development opportunities for those who want them.

Should you feel unsure of what is required or how to fulfill your potential within a role, we will offer further guidance to help you with your role.



USEFUL INFORMATION

Recruitment and selection

Recruitment will usually involve an expression of interest by email and an informal interview with one or more members of the Executive Committee.

Where applicants are not able to be placed in their preferred role, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles or signposted to volunteer websites.

When moving on from volunteering with Careers Springboard, volunteers will be asked to provide feedback on their experience and will be welcome to request a reference.

Dealing with difficulties

If you have a problem or concern about any aspect of your volunteering role it is important that you speak to your Volunteer Co-ordinator as soon as possible for advice and support. We take the concerns of our volunteers very seriously and will make every reasonable effort to resolve them informally and at the earliest opportunity.

