



# USING THE VOLUNTEER MODULE

This short guide explains why we've added our brand new volunteer module to the SU website [tees-su.org.uk](http://tees-su.org.uk) and how to use the various features as well as what to do if you're struggling with adding information to it and need support. The module is very much a work in progress and we'll always welcome your suggestions for improvement, please send comments on this or any other aspect of the website to [activities@tees-su.org.uk](mailto:activities@tees-su.org.uk)

## Why use the module?

- The module provides you with a chance to record all of the voluntary and paid work you carry out with the Students' Union through an academic year giving you an excellent summary for other potential volunteer placement providers and, most importantly, prospective employers.
- The module gives you a chance to consider the skills you have gained as a club and society member, Student or Course Rep, Freshers Rep, Union Rep or indeed member of student staff at the SU.
- It gives the SU an important opportunity to record how many students are volunteering with us and what both volunteers/employees feel they are gaining from the opportunities we provide.
- You can run off a summary of the time you have put in and the skills you have gained which can be shared with other prospective volunteer placement providers and employers.
- You can link through from the module to the University volunteering section to get a wider view of the opportunities available with them and external providers.

## How to use the module

- Register on the SU website [tees-su.org.uk](http://tees-su.org.uk) and then login.
- Visit [tees-su.org.uk/volunteering](http://tees-su.org.uk/volunteering).
- You'll see a range of sections on the "home" page of the volunteering section (if you have logged in, if you have not then you will need to do this before everything is visible) but should start by clicking on "**profile**" where you can update any information about yourself and see a summary of the hours of volunteering and paid work you have recorded.
- In "**browse opportunities**" you can view current and upcoming opportunities for voluntary work at the SU (we advertise paid work with the SU via [tees-su.org.uk/jobs](http://tees-su.org.uk/jobs)) and see what you would be asked to do in the role/ how to apply/ when they will be available.
- In the respective "**log paid work**" and "**log unpaid work**" sections you can add details of the paid/ voluntary roles you have held with the SU (please don't add details of work with external employers/ volunteer placements at this stage...we will be making provision for this further down the line) as well as the hours you have contributed and the skills, from a drop down list, you feel you have acquired.
- In "**review skills**" you can see a summary of the skills you have acquired in your paid and volunteer roles with the SU, it might be particularly helpful in identifying any you are currently short of examples/ experience of for your future reference.
- In "**skills record**" you can save/ download a record of your volunteer/ paid experience as well as the skills you have gained doing it which can be used for your own reference and to show to prospective voluntary placement providers/ employers. We recommend you only use/ present this once you have a significant amount of information and example skills on there e.g. every term or at the end of an academic year.

## Where to get support/ Give feedback

If you find that the system is not appearing the way it should or you have difficulty using any elements of it then please speak to staff in the Activities team. They are also your best first port of call if you have suggestions for improvements that could be made to any aspect of the module. You can e-mail: [activities@tees-su.org.uk](mailto:activities@tees-su.org.uk) or simply pop in to the SU Welcome Desk (1<sup>st</sup> floor, SU Building and open 9am to 5pm weekdays) and, if staff are available, they will take a look at the issue you are having or generally talk you through adding your information.