

STUDENT-LED PROJECTS - GETTING STARTED

If you want to set up a Student-Led Project that involves directly working with people in the community, then this is what you need to do to get started. If you plan to work with schools, do fundraising, or are operating under the supervision of another charity, then please see our separate sheets.

All forms referred to in this document are available at studentsunionucl.org/volunteers/project-leader-resources

GETTING STARTED

- Complete the **New Student Led Project Webform** at studentsunionucl.org/forms/new-student-led-volunteering-projects-webform to tell us about your idea.
- A member of the Volunteering Service's staff team will be in touch to arrange a meeting to discuss your project.
- We'll ask you to register your project using the Volunteering Service's online project management platform.
- You'll also need to attend our **Project Leader training** – we run this regularly throughout terms 1 and 2, and at the end of term 3.
- We require all projects to have two leaders. If you don't have two, you'll need to recruit. We can help you with this.
- You should also book onto our Project Leader Training - we run this every two weeks during term time. We'll also provide you with a **Project Leaders' Handbook**.
- You may need to recruit more volunteers - you can do this through the Volunteering Service newsletter, volunteer fairs, website or by posters and fliers. Word of mouth is also an effective way.
- Once you've recruited volunteers, you'll need to get them to register with the Volunteering Service. If you are working with children, young people or vulnerable adults, you will also need to ensure they apply for a DBS disclosure.
- If you are working with children or young people, you should ensure that all volunteers attend our **'Volunteering with Children'** Training. We run these on average once a week during terms 1 & 2, and is a vital part of our safeguarding procedures.

- You must liaise with the Volunteering Service in order to find community organisations to work with. We work with over 500 different organisations. If you already have one in mind, we can tell you if we already have projects with them.
- You will also need to complete a **Partnership Agreement** with the organisations you are working with.
- You will need to submit a **Project Plan** and – if your project requires funding - include a budget with this.
- You will need to complete a **Risk Assessment** and submit it to the Volunteering Service at least two weeks before your first activity.

RUNNING THE PROJECT

As Project Leader, there are a number of tasks you'll need to do:

- Manage volunteers - You should ensure that your volunteers have a proper induction and are trained. You should then keep in regular contact, even during periods where there are no activities planned.
- In particular, you should make sure that volunteers are familiar with our **Accident & Emergency Procedures**, and you should go over the risk assessment with them.
- Liaise with the community organisations - again, you should keep in regular contact with the people you are working with.
- Keep a record of what you've been doing using the **Monthly Activity Report**.
- Ensure all activities run safely, and that **our Health & Safety Procedures** are followed.
- If there is an accident, that **Accident & Emergency** procedures are followed.