

# NORTH OF TYNE VOLUNTEERING AREA OF EXCELLENCE

## PROVIDING TRAINING FOR YOUR VOLUNTEERS

The amount and type of training that you will provide for your volunteers depends on the nature of the volunteering role. You may sometimes recruit volunteers because they already have specific qualifications or experience, but at other times you will need to provide your volunteers with training required to undertake their role safely and effectively.

Some general training, such as **Becoming a Volunteer**, staying safe and safeguarding, which can be accessed on the [Elements Portal](#), can reduce the burden of training on your organisation, but you may still need to provide role specific training.

You should ensure that volunteers have the skills and information required to perform their role safely. This might include training such as manual handling, food hygiene and first aid and is also an important part of meeting work, health and safety requirements.

Training may also be part of a personal or skills development plan for volunteers to help them grow in their role and progress towards other opportunities in the organisation.

### ALIGNMENT WITH THE HEALTH CHECK FOR VOLUNTEER-INVOLVING ORGANISATIONS

The Health Check for Volunteer-Involving Organisations considers the extent to which you offer role specific training to your volunteers and provide ongoing training opportunities to upgrade their skills and learn about changes in the organisation.

### DETERMINING TRAINING NEEDS

Before recruiting volunteers, it is important to understand the training requirements of the role you are recruiting for. Depending on these requirements, you may choose to target volunteers with an existing skillset or qualification, or you may choose to provide volunteers with such training. Training will often take place 'on the job' as volunteers learn their various duties. Providing the right training at the right time will maximise the value of volunteer engagement for both the organisation and the volunteer.

### ONGOING PERSONAL OR SKILLS DEVELOPMENT

Your organisation may decide to invest in ongoing skills development for volunteers. This may include internal training, training provided by an external provider, or a combination of both. Such training may not be essential, but it helps to upskill your volunteer workforce and recognises their importance to your organisation. Enhancing the skills of volunteers often has direct benefits for the organisation and clients/service users.

If your volunteers are interested in using volunteering as a step towards employment, you may also wish to help them access training which can increase their employability skills.

When considering skills development opportunities for volunteers it is good practice to involve them in the process and get their feedback on what training they would like. Some volunteers may not be interested in accessing further training, so it is important to be clear about what training is negotiable, and what training is the requirement of a volunteering role.

