

# **Information Pack for Prospective Volunteers**

## **Administration and Fundraising**

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## **1. Welcome**

Thank you for your interest in Aspire Sussex Ltd. We hope you will find the following information useful in helping you decide whether you want to volunteer with us.

## **2. How to apply**

Please read through the information contained in this pack. If you are interested in becoming a volunteer for Aspire Sussex, please complete the enclosed application form and return to:

HR Department  
Aspire Sussex Ltd  
Crawley Adult Education Centre  
Ifield Community College  
Crawley Road  
Crawley  
RH11 0DB

Email: [hr-team@aspireussex.org.uk](mailto:hr-team@aspireussex.org.uk)

Volunteer places are subject to suitability and references. Please note that placements may not be available immediately in your chosen area of interest or preferred location.

## **3. About Aspire Sussex**

The vision of Aspire Sussex is: *to provide adult education services that are, attractive, sustainable and inspire people to learn, enjoy and achieve.*

Our mission is to *lead in the planning, promotion and delivery of vibrant adult education that enables people to achieve their aspirations.*

As a Volunteer with us, you would be helping us to achieve our vision and mission.

Aspire Sussex Ltd delivers courses in four main areas:

- Community Learning - offers a wide range of courses including Health and Fitness; Arts and Crafts; Languages; Cookery; History and Family History; Photography; IT and quite a bit more!
- Employability Skills - offers a wide variety of qualification and non-qualification courses, which are designed to improve employability skills, business skills and professional skills. It also offers a variety of courses to help adult learners to improve their independent living and learning skills, such as money skills, English, maths and ICT embedded where possible into everyday tasks and activities.

- Family Learning - Aspire works with school and children and family centres, delivering courses to enable families to learn together and helping parents to understand what their children are learning at school. Courses include maths, English, art and craft, ICT and cookery.
- Community Projects - Aspire Sussex and partners have been successful in bids to the Big Lottery Building Better Opportunities programme and have received funding totaling just over £1 million. Aspire will be leading two new projects called Working Together for Work and Local Learning Perspectives across the Coast to Capital LEP area (East and West Sussex, Surrey, Brighton and Hove).

Our courses are provided at a variety of venues across West Sussex at different times during the day and evening.

In addition we have teams responsible for areas such as Student Support, Marketing, Quality and Compliance, Finance, HR, Management Information, Facilities and Resources including IT support and so on with staff based at a number of locations around the County.

#### **4. Administration**

As an Administration volunteer the work that you might get involved in would depend upon the needs of the Department that you were supporting. The types of things that you might be asked to do (although there are likely to be many other things too!) include:

- Meeting, greeting and escorting students to classes
- Preparing registers and register folders
- Collating paperwork
- Producing leaflets
- Helping to maintain the attractive and tidy appearance of classrooms and student lounge areas
- Producing letters and e-mails
- Updating spreadsheets

#### **5. Fundraising**

Opportunities for volunteering in fundraising are varied and will depend upon Aspire's priorities at the time and also the volunteer's own previous experience in fundraising activities. As a potential volunteer, you might like to discuss your ideas for how you could help Aspire.

## **6. Our commitment to you**

*As a volunteer you can expect to:*

- Discuss appropriate placements with the HR Department.
- Receive free training when organised which will be specific to your Volunteering role.
- Receive support from a line manager and the HR Department.
- Participate in decisions about your work as a volunteer.
- Attend a free course within the Aspire Sussex curriculum programme aligned to your continuing development as a Volunteer (subject to the Training and Development Policy and HR Manager agreement).

## **7. Your commitment to us**

*We expect you to:*

- Be guided by your line manager.
- Attend training as appropriate.
- Notify your line manager if you are unable to attend on any day that you have agreed to volunteer.
- Observe strict confidentiality with regards to any information received about students in the course of your volunteering.
- Work in line with Aspire policies e.g. in relation to Health and Safety, Equality and Diversity and Safeguarding.

## **8. Training**

As part of our commitment to quality standards our Volunteers may be asked to undertake some training. This may include informal training within the department you are supporting or short workshops focusing on a specific area relevant to your volunteering role.

Volunteers also have the opportunity to access a course advertised in the *Aspire Sussex Brochure*, to aid your continued professional development as a Volunteer. Please contact Emily Statham on 01293 853481 for more details and a volunteer application form or e-mail [emily.statham@aspireussex.org.uk](mailto:emily.statham@aspireussex.org.uk)

## **9. Travel Expenses**

Volunteers are entitled to claim travel expenses to and from the venue where they are based; the rate is 45p per mile up to a maximum of £7.20 per session.

Claims can be made through completion of a T1V form which is available from all Aspire Sussex Adult Education Centres. This form requires both the volunteer and line manager signature to authorise payment and on completion should be sent to Janet Proctor at Aspire Sussex Ltd, Chichester Adult Education Centre, Kingsham Road, Chichester, PO19 8EB. E-mail [janet.proctor@aspireussex.org.uk](mailto:janet.proctor@aspireussex.org.uk)

## **10. Recruitment procedure**

- All applicants are required to complete the Volunteer Application Form included with this pack.
- If your experience, expertise and qualifications are considered suitable for volunteering in Administration or Fundraising and we believe that we may have an opportunity to offer you a volunteering opportunity either immediately or in the near future, then you will be invited for interview.
- If you are successful at interview, references will be taken up before you are appointed.
- The HR Department will discuss appropriate opportunities and arrangements will be made for you to visit the proposed Department.
- On appointment to the role of Volunteer, confirmation of the placement and line manager will be issued.