**Hive Training**

**Two Day Accredited Volunteer Management Course**

**Hive, working in partnership with Voluntary Sector Training (Community 360), is delighted to announce that it will be running a two-day volunteering management course. This course counts towards the**[**Gateway Qualifications Level 3 Award in Managing Volunteers**](https://www.gatewayqualifications.org.uk/qualification/gateway-qualifications-level-3-award-managing-volunteers/)**. Both parts are certified on their own, but delegates should attend and pass both these courses to gain the full award. The training itself is free, but a charge will be made to cover the accreditation costs. One day: £30.00, the two days: £50.00 in total. For each course a short workbook has to be completed and time is given each day to do this, so there is no extra work outside the two days.**

**Day 1 Recruiting Volunteers**

**Overview**  
This one day accredited session is aimed at anyone responsible for recruiting volunteers to work in their organisations. The course explores the role of volunteer workers within organisations and looks at the processes for successful recruitment.

**We’ll cover:**

* How recruiting volunteers can help an organisation meet its aims and objectives
* Understanding volunteers’ motivations and how they can match what your team needs to achieve
* The different roles and responsibilities volunteers can take on within an organisation and how these complement those of employed staff
* Volunteer role descriptions including the skills and qualities needed
* Different approaches to recruiting volunteers
* How to assess the resources needed within the recruitment process.

**Benefits to you**  
You’ll feel much more confident in your ability to recruit volunteers after this course and in addition to the training, you will also have the opportunity to meet and network with other individuals, share ideas and gain valuable support.

**Day 2 Supporting, Developing and Managing Volunteers**

**Overview**  
This one-day accredited course explores how you can effectively manage, support and develop volunteers working in your organisation. It is aimed at Volunteer Managers and Co-ordinators.

**We’ll cover:**

* How organisations can support their volunteers effectively…we’ll talk about how support starts from the very beginning of volunteers’ relationship with the organisation, and is the responsibility of both volunteers and paid staff
* How supporting volunteers aids retention..…we’ll look at the link between reviewing progress and checking-in with each other, and volunteers’ wishes to stay and support a project
* How organisations can provide effective learning and skills development for volunteers…we’ll plan a timeline of appropriate role progression and tasks that lead to development – appropriate to your groups’ goals and activities
* How developing volunteers benefits the individuals and the organisation…we’ll prepare resources and our own skills for celebrating the great bits, and being ready for the challenging parts of managing volunteers.

**Benefits to you**  
You’ll feel able to manage volunteers after this course.