



What is Employee/Team Volunteering?

Welcoming teams of colleagues, groups, or friends who want to volunteer together, can help you achieve more over a short period of time. By accommodating larger groups you can increase the amount of great work you are doing and help businesses to give back to their communities.

Do you have activities which could suit this kind of group/team volunteering? The template below is a guide on creating this unique type of volunteering role.

If the volunteer role is **under 6 hours** and **requires no previous training**, then you might consider posting this on the **Team London Speed Volunteering website** <https://speedvolunteer.london.gov.uk/>

Team London Employee/Team Volunteering Role

<u>Why use our volunteer role templates?</u>	
<ul style="list-style-type: none"> • Our template will help you create role descriptions that give all the relevant detail and incorporate best-practise guidelines. • The role descriptions will include all the information that groups want to see. • The templates will help you provide a clear description of what the volunteering day will look like. • The template will help you to create an exciting volunteering offer and will help you get the right volunteers for your organisation. 	
TITLE	<p>The title of the role should clearly describe the activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Food Kitchen Volunteer – Helping feed the homeless • Financial Management – Expert guidance needed for children’s charity • 100 Trees need planting in our forest – can you help?
SHORT DESCRIPTION	A couple of lines only with key information.
FULL DESCRIPTION These details MUST be present on your Employee/Group Volunteering opportunity	<p>1. Brief overview of your organisation:</p> <p>State your mission and services - this is critical information for organisations choosing where to place their employee’s time and energy. Be informative and concise to allow the company to make an informed choice.</p>



	<p>2. Key Volunteering tasks/activities/challenges:</p> <p>Clarity creates interest and enthusiasm.</p> <ol style="list-style-type: none"> a. What do you require the teams to do; be clear about the activities they will be involved in? b. Are there any particular skills you need them to bring with them or have already? c. Are there any skills you need to transfer to them before they are able to fulfil the role? d. Will you be facilitating any training sessions yourself? e. What impact will this have on the community and your organisation – how will they help? Give as much information as possible to allow the company to know whether this is a good fit for them. <p>3. Location?</p> <p>Be clear about the geographical location so that the company can gauge travel plans and potential costs.</p>
<p>REQUIREMENTS</p>	<p>More information:</p> <ol style="list-style-type: none"> 1. Numbers – be very clear about the numbers you can accommodate: <p>What is the maximum number of group members/employees you could manage? Sizes of groups vary from 5 to 100+ but the average group will consist of between 10-25 volunteers. Decide what works for YOU and YOUR organisation and think about the impact on you and how you will manage a team of volunteers.</p> 2. Will there be a cost to them? <p>Will you charge for accommodating a group? If there is a cost provide a breakdown of what that costs covers. Should they “bring a packed lunch” or will you include this in the overall costs?</p> 3. Timings: How many hours would you ideally like the group to commit? What are the ideal times? Are these flexible? Can you work together to create a schedule? Will it be ongoing (can be discussed at a later stage). Employee groups will want to know this information.



	<p>4. What will you provide – and can they donate anything?</p> <p>Is any equipment needed? If gardening, do they need gloves and waterproofs? If joining you in the soup kitchen, have you got enough aprons for them?</p> <p>Can they bring or donate any equipment? “Donate an apron for our soup kitchen, ‘bring some gardening items’ – offer them a wish-list of things they could bring with them (and leave with you!).</p> <p>5. Will you provide lunch and if so will there be a cost?</p> <p>Will you provide refreshments throughout the day (tea, coffee, biscuits etc.)?</p>
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Other information and guidance

Take a look at other corporate volunteering roles on the Team London website as these may give you some ideas as to other roles that might bring you benefit.

Remember to encourage the interested volunteers/businesses to contact you to discuss, as they may be able to offer only a small part of what you are looking for but it’s a start! Alternatively, once you open a dialogue they may be able to offer you a lot more!

If you have any questions about creating a volunteer role please contact us.