South Derbyshire Volunteer Policy Development plan 2016 - 2018

Key Objective	Action	Success Measure	Date Due	Responsible Person/s	Progress
Develop internal procedures	Develop a small volunteering working group of departmental single points of contact to review and deliver the Volunteering Development Plan	Group formed which meets quarterly to review Development Plan	**Jan 2017**	**Community Engagement Officer**	
Develop internal procedures	Produce application procedure & template forms for all departments to use for recruiting volunteers.	Development & circulation of application procedure once tried and tested.	**Dec 2016**	**Community Engagement Officer**	
Develop internal procedures	Develop a Role Description doc for each dept that is working with volunteers; this should give an overview of the dept's work, the volunteering opportunities available within that dept and what roles / tasks will be undertaken by volunteers.	Each department produce its own role description.	**March 2017**	**Departmental Single Point Of Contact**	
Develop Internal procedures	Produce a database of volunteers detailing specific roles, experience, qualifications and times available.	Joint data base will be accessed and updated by single point of contact in each department	**June 2016**	**Community Engagement Officer**	
Develop internal procedures	Develop the volunteering webpage on SDDC Website to include volunteering opportunities available and featuring photos / stories of existing volunteers	Add contacts, application forms, role descriptions, volunteers handbook to the page	**March 2017**	**Community Engagement Officer / Communities Manager**	

Induction, Support and training	Develop induction procedure and pack; include volunteers, handbook, expenses procedure, info on VCI Passport training.	Number of volunteers who have received formal induction and handbook	**Sept 2017**	**Community Engagement Officer / CVS**	
Induction, Support and training	Promote the VCI Passport training course for volunteers (Provided by CVS) & arrange volunteer management training for SDDC Staff	Arrange for at least one Passport training event for SDDC Volunteers & one volunteer management training for SDDC Staff	**March 2018**	**Community Engagement Officer / CVS**	
Community Champions	Develop a community champions scheme	Work with CVS to develop the concept & role of a community champions scheme in South Derbyshire	**March 2017**	**Communities Manager / Community Engagement Officer / CVS**	
Celebrate & Promote Volunteering	Promote and further develop South Derbyshire Day	Work with the Events Team and CVS to produce promotional material and formalise identification of attendees.	**March 2017**	**Communities Manager / CVS / Cultural Services Events Team**	
Celebrate & Promote volunteering	Develop a programme of initiatives for celebrating & promoting volunteering including National Volunteers Week	Work with CVS & the Strategic Volunteering Partnership to develop and deliver a number of events & activities to promote volunteering	**June 2017**	**Communities Manager / CVS**	