How to Use the Organisation Portal

Contents

Before you start

Thank you for choosing to register with ARU Students' Union Volunteer Centre to promote your volunteering opportunities to the students of Anglia Ruskin University.

Before you start the registration process it is suggested that you do the following:

- Read through our Service Level Agreement.
- Read through our Organisation and Opportunity Criteria and/or Internship Policy
- Speak with or meet your campus relevant Volunteer Coordinator to discuss your volunteer opportunities.
- Have ready your Public Liability Insurance details, your Health and Safety policy, Equality and Diversity policy and your organisation logo ready to upload.

To register and to subsequently manage your opportunities, please head to the 'Organisation Portal':

https://www.angliastudent.com/volunteering/organisations/

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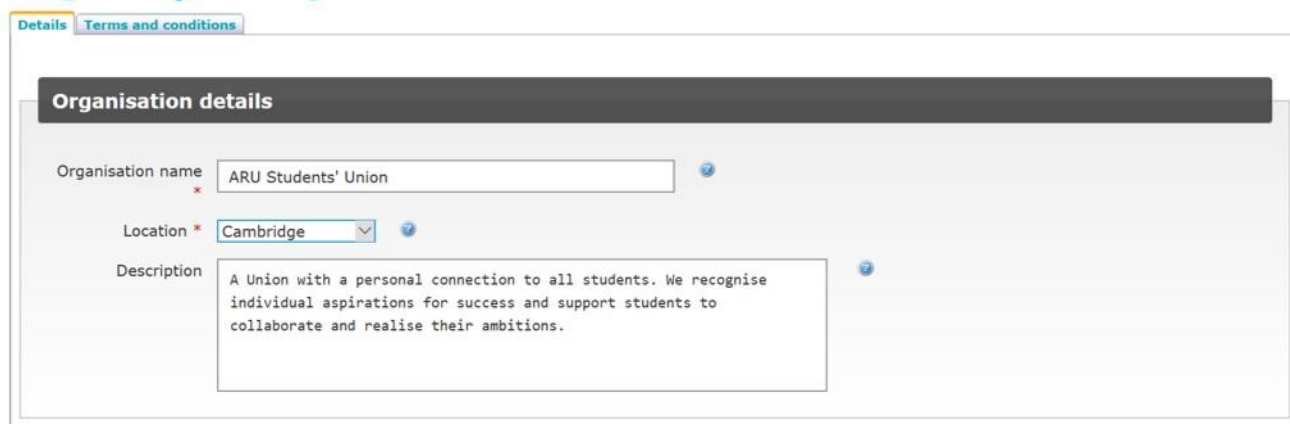# Section 1 – How to Register your Organisation

1.1 Registration Process

1. To start your registration, click the registration button on the Organisation Portal:

Register With ARU Students' Union Volunteering Centre

2. Enter your Organisation details:

Register your organisation

Details | Terms and conditions

Organisation details

Organisation name * ARU Students' Union

Location * Cambridge

Description: A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

Top Tips

- The location refers to the Anglia Ruskin campus location. Please choose the campus which you would like to promote your opportunities to.
- The description should highlight your organisations primary aims and objectives.

3. Enter your Organisation contact information:

Top Tips

- The email address and phone number should be your organisations generic contact information, rather than your own.

4. Enter the contact details of the person responsible for administrating your volunteering opportunities.

5. Read through our Service Level Agreement and check the Agreement tickbox.

By checking the box and submitting your registration you indicate that your organisation is able to fulfil these requirements, and that the information contained in your registration is correct.

6. Enter in your password. You will need this password later on to log into your organisation admin pages via the Organisation Portal (your password can be changed at a later stage if needed).

Password

Enter a password. You'll use this, and your email address to log into the site.

Password *

Please re-type your password

Weak | OK | Good

7. Click to continue your registration.

Continue

To complete the application process you will now be asked to check all your information and upload some documents.

Continue registration

8. Scroll down the page to upload your organisations logo. Click 'browse', pick your image and then click 'update'.

Image / logo

J:\SU\Share\ Browse...   Update

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Peter Taylor House
East Road
Cambridge
CB1 1PT

01223 460008

Chelmsford Campus
Tindal 1st Floor
Bishop Hall Lane
Chelmsford
CM1 1SQ

01245 258178

Peterborough Campus
Guild House
Oundle Road
Peterborough
PE2 9PW

0845 196 5560

London Campus
19 Charterhouse Street
London
EC1N 6RA

0207 4006789

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9. Scroll to the top of the page and click the Insurance tab. Enter the details of your Public Liability Insurance provider including their name, the policy number and the expiry date. **There is no need to upload the document**.

Please Note

- The Volunteer Centre will contact you 1 month before your Public Liability Insurance details expire. Organisations who do not provide updated policy details will have their opportunities expired until your new insurance details are submitted.

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10. Click on the 'Policies' tab and upload your Health and Safety Policy and Equality and Diversity Policy.

11. Once completed, click 'Continue' at the bottom of the page. This will display the following message at the top of the page:

1.2 Registration Review

Once you have completed these steps the Volunteer Centre will be informed of your registration which will then be reviewed against the Organisation Criteria, by the campus relevant Volunteer Coordinator.

If your registration does not meet this criteria, the Volunteer Centre will contact you to gain the missing information or confirm the reasons why we cannot create a partnership.

If your registration meets the criteria, you registration will be accepted and your Organisation made 'active'.

Once your organisation is made 'active' you will be sent a confirmation email and you will be able to upload your volunteering opportunities.

Section 2 – Uploading Your Volunteer Opportunities
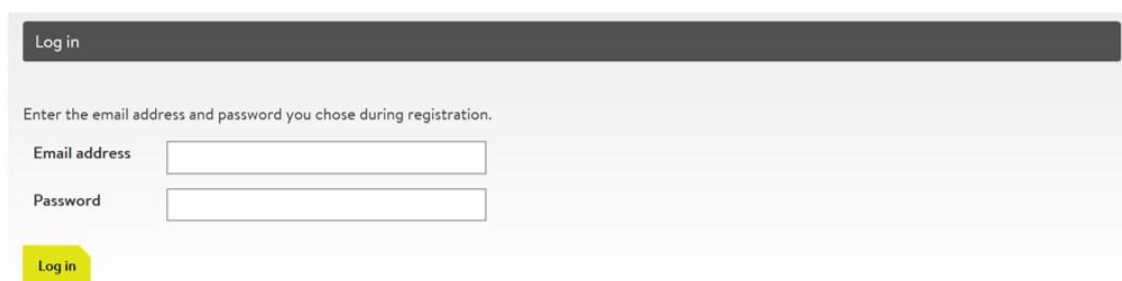
2.1 Opportunity Upload Process

Once your registration has been approved, you will be able to upload your volunteering opportunities:

1. Click the Login button on the Organisation Portal:

Weclome to the ARU Students' Union Volunteer Centre

Organisation Login

2. Enter you email address and password and click 'Log in'.

Log in

Enter the email address and password you chose during registration.

Email address

Password

Log in

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Cambridge
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Top Tips

- If you have forgotten your password, please contact your relevant campus Volunteer Coordinator or contact volunteering@angliastudent.com to reset your password. Once you have logged back in, it is advised to change your password as described in **section 3.4.**

3. Once logged in, click on 'Add new opportunity'.

4. Enter your volunteer opportunity role title, role summary, contact person and number of required volunteers.

Top Tips

- Ensure that your role title accurately describes the activity of the role. More informative role titles will get more applications than generic role titles i.e. 'Volunteer' or 'Guide'.
- Ensure your role summary is short (1-3 sentences) and effectively summarises the activity of your volunteering role. This is the description that students will initially see on the website and therefore needs to grab their attention.
- Ensure that the contact person is the person who will administer the application. If you want to add a new contact see **section 3.2**.

5. Click the continue button.

6. On the 'Details' tab, fill in all sections:

This section has been specifically designed to make your opportunities more accessible to students and to provide them with as much information as possible to help them make an informed decision about the suitability of the role for them. Click on the (?) button for a guide on what to include in which section:

Here is an example of what your opportunity will look like on our website:

Test Role

MSL Test Employer

WHAT IS THE ROLE?
Just a test, apply if you like but you won't get far!

ABOUT THE ORGANISATION
Further information about the provider and what they can offer goes in here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum id ligula porttitor, tempor ipsum sed, rutrum orci. Quisque in justo non risus euismod interdum. Aenean volutpat nibh sed neque lacinia, a convallis risus tristique. Fusce pharetra tellus vitae nunc malesuada mattis in et tortor. Nulla a diam ut nunc gravida eleifend. Suspendisse volutpat ipsum ut diam imperdiet, at commodo leo euismod. Proin pretium eros ante, sed aliquet ante condimentum nec. Maecenas ac ante enim. Aliquam erat volutpat.

Discover more opportunities from this organisation

FREQUENCY
On-Going

WHEN CAN I VOLUNTEER?

	AM	PM	EVE
MON	✔	✔	✔
TUE	✔	✔	✔
WED	✔	✔	✔
THU	✔	✔	✔
FRI	✔	✔	✔
SAT	✔	✔	✔
SUN	✔	✔	✔

STUDENTS SAY
This will contain a quote from students who have previously been on a placement.

INTERESTS
Animals, Art and Design, Befriending and Mentoring

MORE INFORMATION
This won't be displayed once all opportunities have been moved over to using the new questions.

WHAT SKILLS DO I NEED?
A positive attitude and willingness to get involved.

WHAT WILL I GAIN?
Improvements to communication skills, teamwork and chance to take on a leadership role.

TRAINING AND SUPPORT
Full training will be provided

TIME COMMITMENT
Minimum 5 hours per week.

TRAVEL EXPENSES
Yes

DBS (CRIMINAL RECORDS) CHECK
DBS check is not required.

VOLUNTEER REFERENCE
We will provide a reference for volunteers

LOCATION
Cambridge City Centre

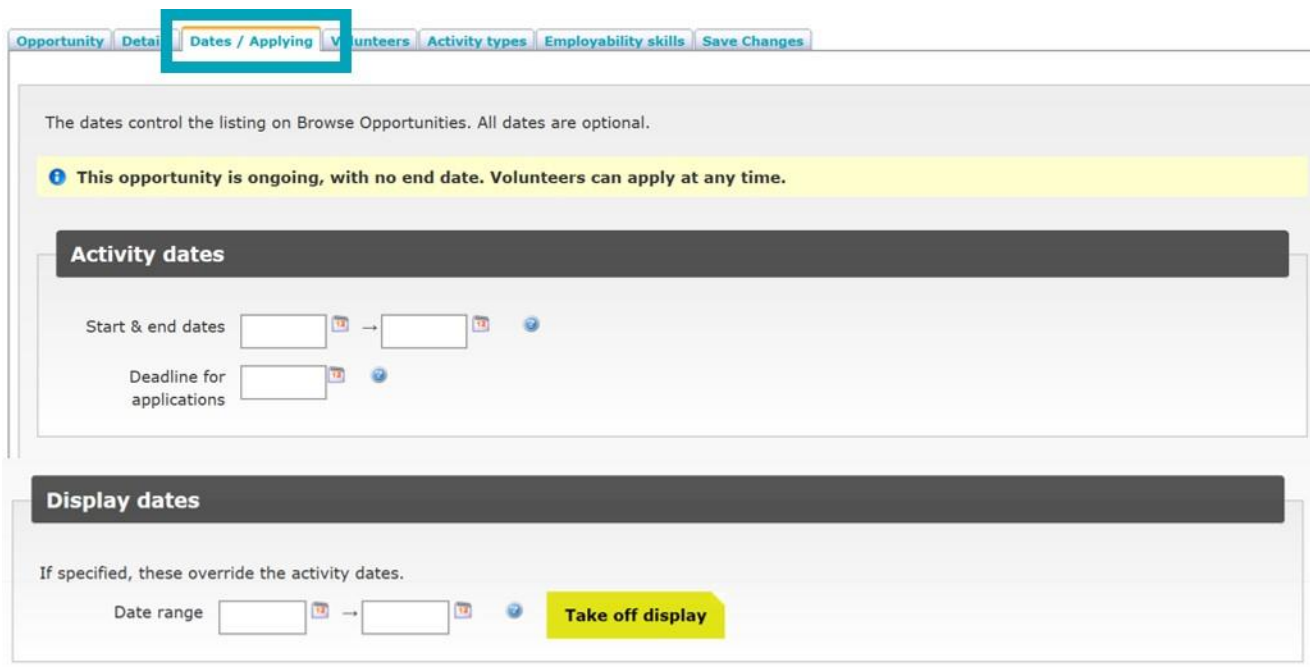**TRAVEL INFORMATION**
Some travel information goes here

WHEELCHAIR ACCESS
There are ramps and full access to the building for wheelchair users.

Please note

- Once your opportunity has been approved, the Volunteer Centre may input your opportunity content into a predefined format to allow for consistency.

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7. Click 'Next' or go to the 'Dates/Applying' tab. Enter the start and end dates of the role, the deadline for applications and the display dates.

Top Tips

- If your volunteer role has a limited time availability, please enter both a start and end date. If you require applications to be submitted by a certain time, please enter this in the deadline for application box.
- If your volunteering role is on-going and does not have an end date, leave the start, end and application deadline boxes blank.
- 'Display dates' are the dates in which the opportunity is seen on the website. If your role is ongoing with no end date it is recommended to keep this blank. If your role has a limited time availability or you are posting an opportunity well in advance, please enter the relevant dates.
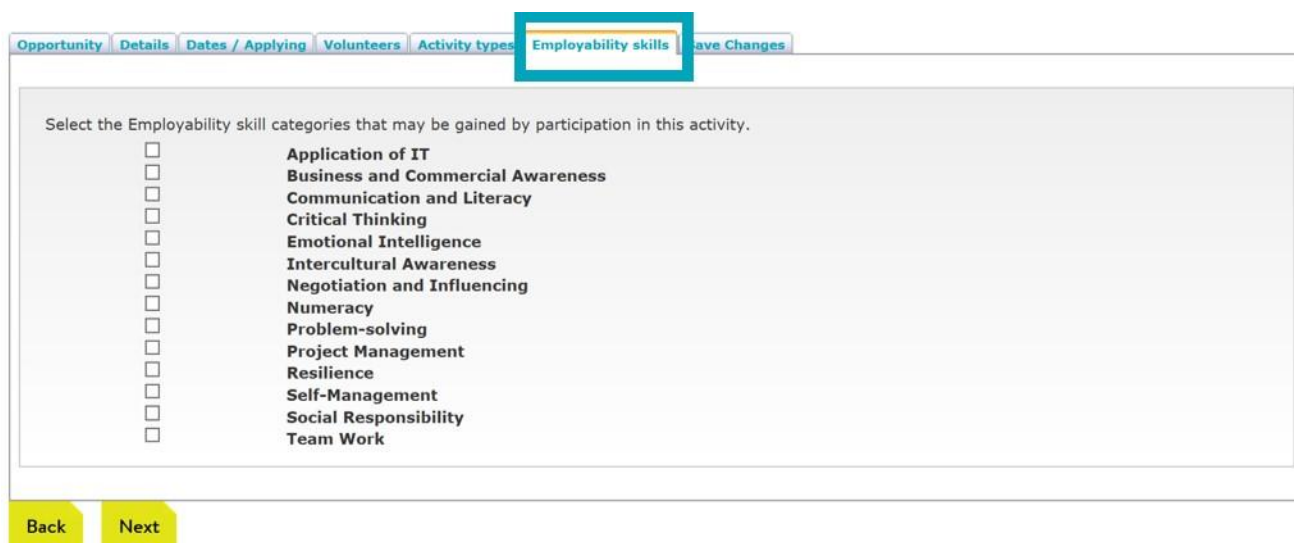
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8. Click 'Next', or go to the 'Activity Types' tab. Enter the details of the location, interests and time commitment of your volunteering role.

Top Tips

- The location relates to the campus of students who you want to promote your opportunities at.
- Interests represent the 'type' of volunteer opportunity you are promoting.
- The frequency relates to the commitment level of your volunteer role.
- 'When' refers to the time in the week where your opportunity is available. This is often one of the most vital aspects when a student is deciding volunteer role suitability. If your role is flexible and available at any time, please tick all sections.

9. Click 'Next', or go to the 'Employability skills tab'. Tick the skills which your volunteer role will require.

10. Click 'Next' or go to the 'Save changes' tab. Click 'Save changes'.

2.2 Opportunity Review

Once you have completed these steps the Volunteer Centre will be informed of your opportunity registration which will then be reviewed. The Volunteer Centre will review if the volunteer role meets our Opportunity criteria and/or Internship policy.

ARU Students' Union Volunteer Centre reserves the right to decline an opportunity if it does not meet our criteria, where opportunities do not use relevant use of skills, where it appears the placement may be unsafe or unsuitable or if the opportunities are very similar to other underutilised current opportunities.

If your opportunity does not meet this criteria, the Volunteer Centre will contact you to discuss why the role has not been accepted and will look to help you make any relevant changes, if possible.

If your opportunity does meet the criteria, your registration will be accepted and your opportunity made 'active'.

Once your opportunity is made 'active' you will be sent a confirmation email and your opportunity will appear on the website, ready for student applications.

Section 3 – Managing your Organisation Page

Once your organisation has been registered, you can manage your page by logging onto the website through the Organisation Portal. Here you can:

- Update your organisation details
- Add, remove or edit contacts
- Update you policy details
- Change your password
- View student applications for your opportunities

3.1 Updating Your Organisation Details

1. Log in to your organisation page through the Organisation Portal.

2. Click on the 'Provider details' tab.

Provider details | Opportunities
| Logged in as .

Opportunities
Add new opportunity

Show opportunities with status (All current)

3. To change your Organisation details click on the 'Details' tab. Once completed click 'Save details' at the bottom of the page.

Provider details

Details | Contacts | Insurance | Policies | Change password

3.2 Managing your contacts

1. To add a new contact, click on the 'Contacts' tab and click 'Add contact'.

2. To edit an existing contact, click on the edit button on the contact you wish to edit.

3. To deactivate a current contact click on the 'delete' button. This will make this contact 'inactive'.
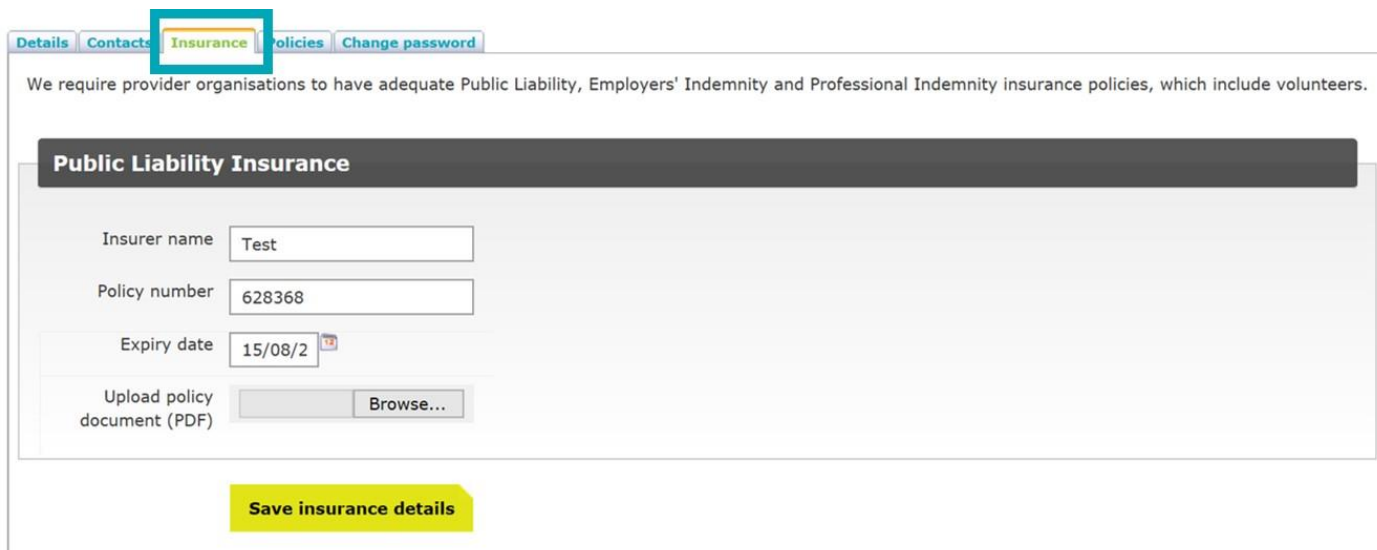
Please Note

- Please only delete contacts for your opportunities. In some instances, your organisation will have multiple contacts from different departments or regions.
- If you inactivate a contact, please ensure you add a new and updated contact. Please then ensure you change the contact person for your active volunteer opportunities as described in **section 2.1**.
- It is of upmost importance that you inform the Volunteer Centre if you are changing the contacts for your opportunities.

3.3 Updating your policies

1. To update your Public Liability Insurance policy details, please click on the 'Insurance' tab. Once completed click 'Save insurance details' at the bottom of the page.
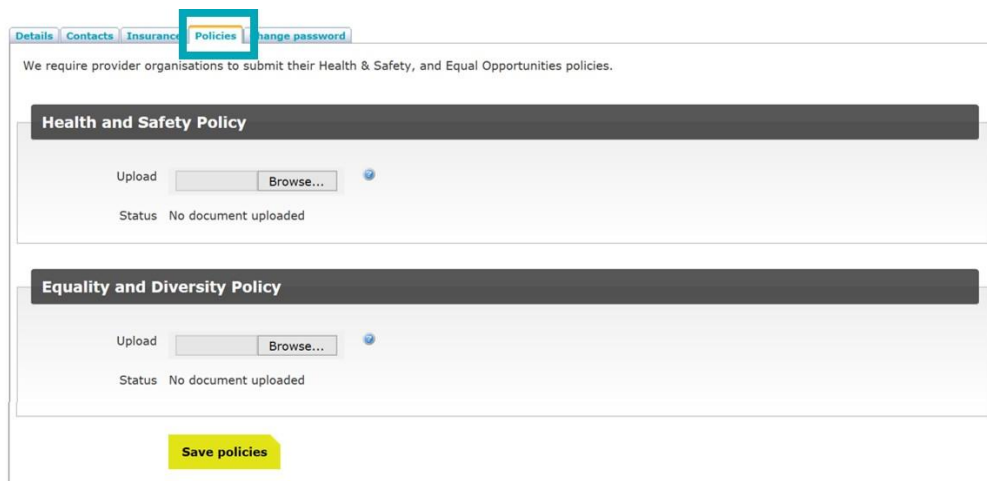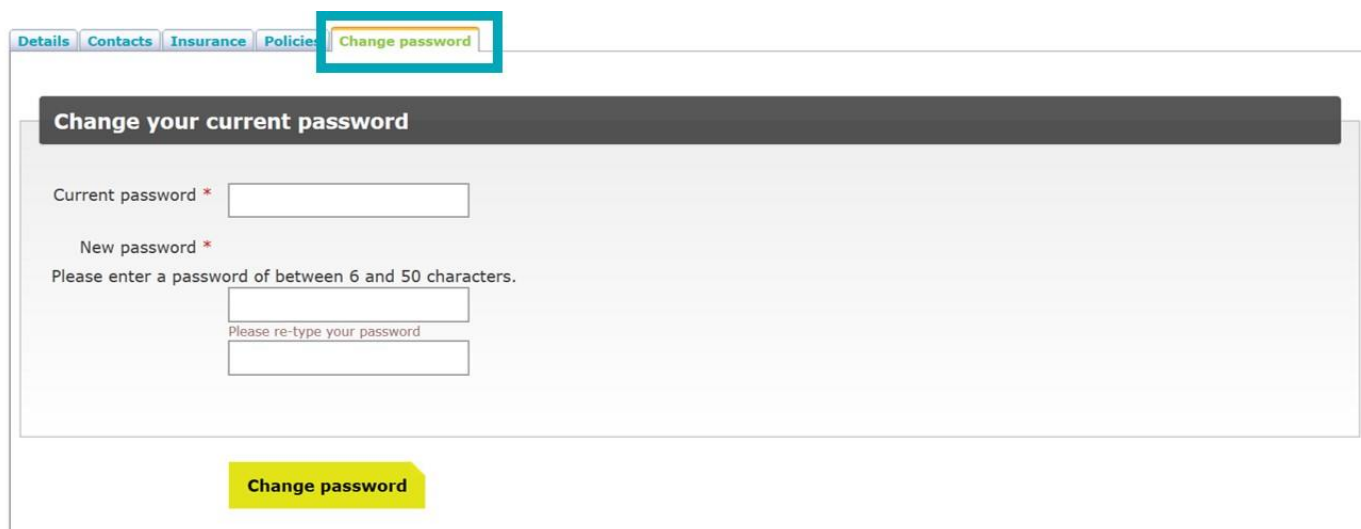

Please Note

- The Volunteer Centre will contact you 1 month before your Public Liability Insurance details expire. Organisations who do not provide updated policy details will have their opportunities expired until your new insurance details are submitted.

2. To update your Health and Safety Policy and Equality and Diversity Policy, click on the 'Policies' tab. Once completed, click on the 'Save Policies' button at the bottom of the page.

3.4 Changing your password

1. To change your password, click on the 'Change password' tab. Once completed click the 'Change password' button at the bottom of the page.

Please Note

- If you have forgotten your password, please contact your relevant campus Volunteer Coordinator or contact volunteering@angliastudent.com to reset your password.

Section 4 – Managing your Opportunities

Once your opportunities have been activated, you can edit and manage your opportunities through your organisation page on the Organisation Portal. Here you can:

- Search / filter all your volunteer opportunities
- Change opportunity details
- Change the contact person for your opportunities

1. Log in to your organisation page through the Organisation Portal.

2. This should automatically take you to the 'Opportunities' tab. If not, click on the 'Opportunities' tab at the top of the page.

3. Search for the opportunity you would like to edit. You can search for opportunities by filtering according to their status or through the search bar. Click Apply.

4. Click on the opportunity you would like to edit.

5. Edit the required information as seen in **section 2.1**. Once completed, click on the 'Save Changes' tab and click 'Save changes'.

Section 5 – Managing Student Applications

5.1 The Application Process

When a student applies for one of your volunteering opportunities through the Volunteer Centre, the registered contact for that opportunity will be sent an email to confirm that student's application.

This email will have a link directly to your opportunity page on the Organisation Portal where you can find the volunteers contact details. It is then expected that you contact the student to direct them through your normal application process.

Where you have included a link to your online application form, students will also receive an automatic email with this link.

5.2 Finding Student Applicants' Contact Details

1. When a student applies for one of your volunteer opportunities, you will receive an email confirmation with a link to the Organisation Portal. Click this, or login into the Organisation Portal via the Volunteer Centre website.
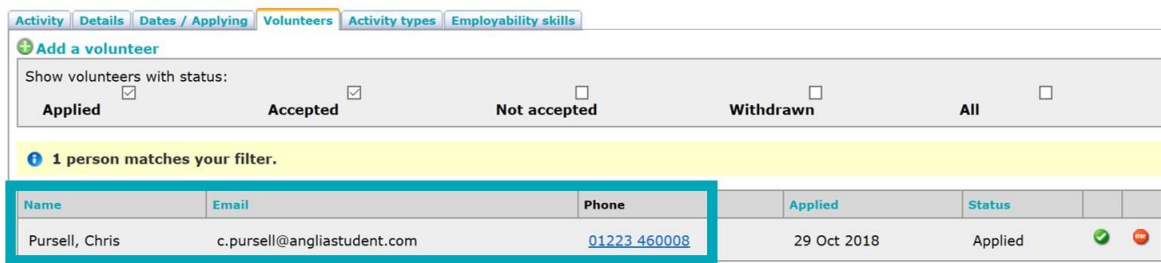
2. Click on the opportunity and click on the 'Volunteers' tab:

3. This will show the students application with their registered email address and phone number:

5.3 Contacting Student Applicants

1. Please use the students registered contact details to inform the student of your normal application process.

4 weeks after the student has applied for your opportunities, the Volunteer Centre will be in contact with the student to check in on their application status and if they require any additional support.

If you require any further assistance, please contact your campus relevant Volunteer Coordinator, who can be found on our homepage www.angliastudent.com/volunteering