



Scottish Association of Volunteers Managers

Comparative Study of Volunteers Managers (Administrators) in Scotland and the USA

1. In which country do you work ? USA , Scotland, if Other (please state)
2. How long have you worked, paid and unpaid, in the field of Volunteers Management/ Administration ?
3. Are you male/ female ?
4. Please (if willing) indicate your age

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Under 25	25-35	35-45	45-55	over 5
5. What is your current job title?

How long have you been in this post?
6. Please indicate your employer / type of organisation you work for:
State / Government, Private business ,Voluntary Organisation/Charity
Church , other (please state)
7. Please state the client group / cause with whom you work
8. Please state total hours contracted to work per week
9. Is managing volunteers only part of your job? Yes No
If so how many hours a week are contracted to manage volunteers?
10. How many additional/overtime hours might you work, on average, in a week?
(over and above contracted hours on managing volunteers)
11. Do you receive: additional pay / time off in lieu / neither
12. How are you employed? (SAVM members & if relevant in USA)
Fixed term contract / Sessional Basis / Permanent position
Other (please state)
13. Please indicate which of the following are included on your employment package:
Pension provision with / without employer contribution
Paid annual leave
Sickness Pay
Maternity/ paternity leave with / without pay
Paid study leave
Other benefits - please state
- 14 .Expenses – which of the following do you receive:
Travel expenses
Subsistence
Car allowance
Telephone Other - please state
15. Please (if willing) indicate your current salary

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Under £10,000	£10 – 18,000	£18-25,000	£25,000 +
Under \$15,000	\$15– 25,000	\$25-35,000	\$35,000 +

Or work out as U.S. \$ equivalent

27. Do you hope to be in the field of Volunteers Management/Administration 5 years from now ? Yes No

FINALLY !.....

28. Please check (tick) to indicate skills utilised in your current post.:

Recruitment and selection	Interviewing
Counselling	Appraisal
Public relations	Public speaking
Financial Management	Policy development
Project development	Training design
Training delivery	Networking
Report writing	Administration
Maintaining database	Spreadsheets
Web Page / internet	Motivating others
Negotiating	Monitoring and evaluation
Desk top publishing	Research
Statistics gather & analysis	Chairing meetings
Support & Supervision	Crisis management/ resolution

And FINALLY. Finally please use the reverse of this sheet to make any other comments !

For IAVA attendees not attending the SAVM Workshop

– please would you be good enough to (briefly) outline . on the reverse of this sheet - Issues, concerns and particular challenges, that are facing you in your work as a Volunteers Administrator in the immediate future . Also any personal training needs you have identified

**Thank you so much for your co-operation, findings will be shared with AVA.
(SAVM October 2000)**

Ann Bain & Jane Owen Brennan October 2000