

The Scottish Association of Volunteers Managers

Professionalising Volunteer Administration A Scottish Perspective

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Mission Statement

● The Scottish Association of Volunteers Managers is a Professional Organisation enhancing the competences of its members and strengthening the profession of volunteer management

●SAVM Aims and Objectives

- To provide a clear base standard for all Volunteers Managers
- To promote the role of Volunteers Managers at a strategic level
- To provide an umbrella body for Volunteers Managers
- To promote the strategic role of SAVM across all sectors
- To pursue members interests in accreditation
- To provide relevant and appropriate training for members
- To develop an information function
- To provide networking opportunities for Volunteers Managers in the field

Today's Situation

- We have compiled Good Practice Guidelines
- We run training events & annual conference
- We have 178 members
- We participate in Government consultation process - reply to draft papers etc.
- Our members come from all sectors , throughout Scotland and Northern England
- We assisted in design and pilot of U.K.s first accredited programme in Volunteers Management

How Did We Get Here?

- SAVM was set up in 1996 by a small group of VMs who realised the need for a professional group to represent their interests
- We spread the word among their contacts and invited people to an inaugural meeting
- An executive committee was formed at that meeting
- The organisation decided on a constitution
- We consulted members about their priorities
- We drew up a 3 year development plan

They have :

- Carried out research – members issues /interests/members terms and conditions of employment
- Produced Good Practice Guidelines for Employment of V.M.s
- Developed their 3 year plan and publicity materials
- Held 3 training events/ seminars annually for members
- Assisted in design and pilot of an Accredited Course in V.M.
- Awarded an annual £500 bursary for course
- Awarded a travel/ development bursary
- Responded to consultations on & Contributed to Government Policy
- Sent delegates to national and international networking events
- Deliver input to other networks conferences & training events
- Joined AVA!

What do we want to know from you?

- We wish to carry out a comparative survey of terms and conditions between Scotland and other countries
- We wish to see how far we have come in Scotland since the conception of SAVM
- We want to see which issues and challenges concern VM's in other countries

SAVM statement on employment of Volunteers Managers

The Scottish Association of Volunteers Managers believe that in order to promote best practice the following principles should be adopted by those seeking to employ, or currently employing, Volunteers Managers. Guidance notes expanding on each principle accompany this statement.

PRINCIPLES	GUIDANCE NOTE
1. That Volunteers Managers should be issued with a clear accurate up to date and comprehensive job description	1
2. That the process of recruitment and selection of Volunteers Managers should be done in accordance with best practice	2
3. That the terms and conditions of employment of Volunteers managers should accurately reflect the work that they are asked to do, as per the job description. The salary should be set with reference to managers in all sectors doing equivalent work	3
4. That Volunteers Managers should have an annual appraisal at which the job description is reviewed	4
5. That Volunteers Managers should have regular support and supervision in line with best practice	5
6. That the organisation employing the Volunteers Managers will have in place an appropriate programme for staff development and training	6
7. That those seeking to employ , or are currently employing , Volunteers Managers should adhere to recognised best practice in terms of equal opportunities	7
8. That Volunteers Managers should be issued with contracts of employment in accordance with current legislation and best practice	8
9. That Volunteers Managers should have access to a documented grievance and disciplinary procedure	9
10. That organisations employing Volunteers Managers should have a written policy on Health and Safety at Work, which is regularly reviewed and monitored	10
11. That organisations employing Volunteers Managers will ensure that lines of accountability and responsibility are made clear to the Volunteers Managers	11
12. That organisations employing Volunteers Managers should have a clear policy for including Volunteers Managers in the planning and decision making process	12
13. That organisations employing Volunteers Managers provide adequate resources to allow Volunteers Managers to carry out their work effectively	13