

## Volunteers

### 1. Volunteers' roles

Volunteers will play a key role in your Inspired Futures project. The Churches' Conservation Trust's workshop about volunteers (October 2016) gave lots of advice on:

- Planning what volunteers can do to help your project
- Recruiting volunteers
- Finding out what they want to get out of volunteering with your project
- Setting and measuring objectives for volunteers
- Annual reviews for volunteers
- Gathering volunteers' opinions when they leave your project
- Volunteers' suggestions of how your project can improve the volunteering experience

See the [Volunteers' Pack](#) which CCT provided at the workshop.

There are a few more pieces of information which you will need to collect for your project's evaluation, which HLF will need to know at the end of your project:

- Total number of volunteers
- Total number of hours given by volunteers

Set up a spreadsheet (or other suitable system) to record the number of hours each volunteer spends on the different aspects of the project.

HLF also want to know about the volunteers' demographics, so that they can see whether their grants are reaching a wide range of people:

- Socio-economic group
- Gender
- Age group
- Ethnic background
- Number of volunteers with disabilities

You can collect this information from each volunteer on the [Volunteer Details form](#), and use the instructions for [working out volunteers' socio-economic groups](#).

See the [Volunteers Spreadsheet template](#) as an example for collating all the data from individual volunteers.

CCT's **Volunteers' Pack** concentrates on the benefits for the volunteers, and you will also need to record the benefits, and challenges, to your project. Managing volunteers can be demanding, and it will be helpful to record:

- Things which went well with volunteers
- Things which didn't go very well
- How the successful things can be built on
- How the unsuccessful things could be improved
- Learning points for the future

The **Volunteers' Pack** includes a form for a Volunteering Annual MOT, to review how each volunteer is getting on and it gives the volunteers an opportunity to make suggestions to improve the volunteering experience.

When successes occur, or problems come to light, act on them and use them as learning points for the future development of the project.

Volunteers will be great ambassadors for your church's project, so make the most of their skills and talents.