



Volunteering

Prospectus and Guide



www.gcustudents.co.uk/volunteers

Welcome

Welcome to the Students' Association's Prospectus and Guide about volunteering at both Glasgow and London campuses. This will provide you with information about the opportunities to volunteer with us while you study at GCU and how we support you in your role.

Eligibility

To be eligible to volunteer with GCU Students' Association all you need to be is a student registered at Glasgow Caledonian University.

Content and Location Key

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Volunteer Role: **Class Rep**

Role Purpose:

To help make the learning experience at Glasgow Caledonian University better by feeding back to both the University and GCU Students' Association any issues, views and opinions students have about their learning experience.

Role Activities:

- To attend & take an active part in Student Staff Consultative Group (SSCG) meetings.
- To communicate & feedback regularly with the students you represent.
- To communicate regularly with other Class Reps on your course, as well as with your School Officer
- To attend & take an active part in GCU Students' Association Class Rep Gatherings

Role Benefits:

- Develop advocacy, communications and meeting skills.
- Gain a Class Rep Certificate
- Make a real difference to your student experience, as well as a positive difference to other student's lives

How to Get Involved:

Class Reps are recruited in the first couple of weeks of Trimester 1. Contact your Programme Leader to find out more about getting involved.

CASE STUDY: **Class Rep**

Your Name: Nicole Forbes	
Study Programme: BSc (Hons) Nursing Studies (Child)	
No of years volunteering? 2	
Role: Class Representative	
How did you first get involved or how did you find out about it?	
I first got involved by becoming a Class Rep which my lecturer told us about on the first day of uni. Since then I began having some meetings in the Students' Association for class reps and began to find out more about what the Students' Association had to offer, that's when I started joining some other groups too.	
What difference has it made to your university experience being a volunteer?	
It's definitely improved my confidence. I feel I am a much stronger advocate for people and I feel this will help me to become a better nurse.	

Volunteer Role:

Representation Network Officer

Role Purpose:

To represent the interests of the students who define themselves as belonging to a Representation Network Group and to create a supportive and empowering community within their network.

There are 10 Representation Networks:

Student Carers Network

Mental Health Network

LGBT+ Network

Care Experienced Network

Caledonian Court Officer

International Students' Network

Mature and Part-Time Students' Network

Women's Network

Disabled Students Network

Ethnic Diverse Network

Role Activities:

- Organise Fresher's event to welcome new members into the group
- Develop campaigns or community events based on the interest of your group members
- Attend Officer Development sessions and Equality Diversity and Inclusion Committee
- Represent group members interest at meetings of Student Voice
- Attend other university or Students' Association meetings representing your group as required
- Develop and represent your groups' interest at least once a trimester in a blog for the GCU Students' Website
- Meet with your Full Time Officer Champion and staff support at least once a trimester

Role Benefits:

In your role, you will have the opportunity to:

- Develop communications, advocacy, team work, problem solving and decision-making skills
- Make a positive difference to the student experience for fellow students within your group
- Shape and develop GCU Students' Association advocacy and campaign work
- Gain experience of a leadership role
- Network and meet new people

How to Get Involved:

Representation Network Officers are elected in April each year. To find out more about getting involved and nominating yourself for this role go to

www.gcustudents.co.uk/representation/liberation-campaigns/officer-nomination-form

CASE STUDY: Representation Network Officer

Your Name: Jill Stevens	
Study Programme: BA Multimedia Journalism	
No of years volunteering? 4	
Role: Women's Officer	
Tell us about the role(s) you were/ are involved in? Through my role I was able to set up a women's group called the Caledonian Women. Together we ran campaigns for #FreePeriods, I Heart Consent, and I Am A Leader. We fought for the right to have a Gender & Sexuality Safe Space on campus to provide a safe meeting place for marginalised groups. I now run my own online magazine called FeminiSco which focusses on Scotland from a feminist perspective. In my opinion, getting involved with the Students' Association was as equally valuable for my career as getting good grades and attending classes!	
What difference has it made to your university experience being a volunteer? The majority of my university friends were those I met at the Students' Association as I didn't click with many people in my course. I found the Students' Association to be the perfect place to meet people with similar interests.	

Volunteer Role:

Glasgow Students' Nightline Volunteer

Role Purpose:

Glasgow Students' Nightline volunteers are trained to provide a supportive, confidential and non-judgemental out of hours telephone and online messaging (IM) listening and information service to their fellow students at GCU, Strathclyde University and University of Glasgow.

Role Activity:

- Attend all introductory training sessions and complete an assessed skills practice
- Commit to covering one 12-hour overnight Nightline shift every 2 weeks
- Commit to adhere to all Nightline Principles, policies and procedures (including Anonymity and Confidentiality)
- Commit to attend regular Nightline meetings and ongoing training sessions.

Role Benefits:

- Valuable training in active listening skills
- Gain hands on experience in delivering a service
- Meet and work with new people (from GCU, Strathclyde and Glasgow universities who together run Glasgow Students' Nightline).
- Run for a Committee position to get more involved in running the service

How to Get Involved:

Check out the information on www.glasgowstudentsnightline.com and complete an application form on the website if you'd like to apply to train.

CASE STUDY: Nightline Volunteer

Your Name: All Nightline volunteers remain anonymous	
Study Programme: BSc (Hons) Psychology	
No of years volunteering? 1	
Role: Nightline Volunteer	
How did you first get involved or how did you find out about it? I found out about nightline in an information session before joining GCU as a direct entry student. I then looked up Nightline on the GCU Students' Association website and thought it looked like a perfect opportunity to gain experience and to meet new people as being a new student to the university meant I didn't know many other students.	
What difference has it made to your university experience being a volunteer? Being a Nightline volunteer has given me many new skills such as those taught in the training sessions, an opportunity to help students that may require a safe place to talk and it has been a great way to meet new friends in other nightline volunteers. The experience has given me confidence in my own abilities and has helped in many ways with the course I am studying.	

Volunteer Role: **Society Committee**

Role Purpose:

There are many specific roles within a committee and the purpose depends on the role e.g. President, Treasurer, Secretary or Social Convenor; you can choose one to suit your skills and interests.

Role Activities:

- Undertake the responsibilities of your specific role, as laid out in the Society's constitution
- Attend committee meetings and support other committee members
- Liaise with the Students' Association
- Support your Society to be sustainable

Role Benefits:

- Develop communications, team work and problem solving skills
- Shape and develop your society
- Gain experience of a leadership role
- Network and meet new people

How to Get Involved:

Committee positions are elected by the members of each society, this can happen annually or when a committee position is vacant. Contact one of the current committee to find out about getting involved. www.GCUstudents.co.uk/societies

CASE STUDY: Society Committee Member

Your Name: Shuja Ansari	
Study Programme: PhD - Mobile Communications Engineering	
No of years volunteering? 1	
Role: Treasurer – GCU PakSoc	
How did you first get involved or how did you find out about it? I attended the annual dinner organised by GCU PakSoc in July 2015, where I met the committee members. They invited me to help them with the society proceedings in the capacity of a Treasurer. I attended the training provided by the Students' Association and it has been a fun sail since then. With the support and help from Students' Association, we managed to organise an acoustic gig and a trip to Glencoe, both of which were highly successful and amusing.	
Why did you decide to be involved? I always had an urge to go an extra mile in university. Managing my time between society's work and my studies makes me feel organised and constantly engaged.	

Volunteer Role: Sports Committee



Role Purpose:

There are lots of different roles within a Sports Club committee and the purpose depends on the role e.g. Captain, President, Treasurer, Secretary or Social Convenor; you can choose one to suit your skills and interests.

Role Activities:

- Undertake the responsibilities of your specific role, as laid out in each Sports Club constitution
- Organise fixtures, training and activities
- Attend committee meetings and support other committee members
- Liaise with the Students' Association and support your Sports Club to be sustainable

Role Benefits:

- Develop communications, team work and problem solving skills
- Shape and develop your sports club
- Gain experience of a leadership role
- Network and meet new people

How to Get Involved:

Committee positions are elected by the members of each Sports Club, this can happen annually or when a committee position is vacant. Choose your club and contact one of the current committee to find out about getting involved. www.GCUstudents.co.uk/sport

CASE STUDY: Sports Club Committee Member

Your Name: Katrina Bevan	
Study Programme: BA (Hons) International Fashion Branding	
No of years volunteering? 4	
Role: President – Women's Volleyball Club	
Why did you decide to be involved? I always knew I wanted to be involved with the sports teams at GCU as I knew it would be a great way to get to know more people and to really get involved with university life. I had also played a lot of sports at school and knew I wanted to get fully involved.	
What difference has it made to your university experience being a volunteer? It's a great way to meet new people. The majority of my university friends are the ones I have met through playing sport and are the ones I will definitely keep in touch with now that I have graduated. It is something that gives you a break from university work and gets you involved in the Students' Association. There is a strong feeling of camaraderie amongst the different sports teams which is unique and great to be part of.	

Volunteer Role: **Student Media**

Role Purpose:

There are loads of different roles to choose from when you get involved as a volunteer with our Student Media groups. The main purpose of all the roles is to produce either a student magazine or online radio shows. Both groups are run by a small Committee that are elected into position by the members of the group. So, you can volunteer to present a show or write an article and then choose to get more involved if you want to be more active.

Role Activities:

- Writing articles for the magazine
- Presenting a radio show, providing IT support or organising events
- Editing magazine articles or designing the magazine
- Be a member of either the Radio or Edit Committee and help co-ordinate activities and events, provide support to other volunteers

Role Benefits:

- Develop communications, team work and problem solving skills
- Network and meet new people
- Shape and develop your media skills
- Gain experience of a leadership role

How to Get Involved:

You can volunteer to get involved by signing up online, and one of the committee will get in touch. Each group provides a training session to introduce you to the basics and then from there it's up to you how much time you commit. Committee positions are elected by members.

www.GCUstudents.co.uk/radiocaley

www.GCUstudents.co.uk/theedit

CASE STUDY: Student Media Groups

Your Name: Mark Cunningham	
Study Programme: BA Media and Communications	
No of years volunteering? 4	
Role: Radio Caley - Station Manager	
How did you first get involved or how did you find out about it?	
I had noticed there was a station as I was making my final decision about university. Moreover, there was a mention of it and indeed the GCU Students' Association during my first class induction.	
What difference has it made to your university experience being a volunteer?	
It was my university experience! The majority of my development and learning happened outside of the classroom. Volunteering has shaped my skill set, improved my standing as a leader and I've made the most incredible bonds with people who I'll never forget.	

Volunteer Role: GCU London Volunteer

Role Purpose:

GCU London Volunteers are responsible for co-organizing events on the London Campus. They work alongside the Student Belonging Coordinator to create a diverse and inclusive events programme on campus. As well as organising events, London Volunteers are responsible for looking after students attending events on campus!

Role Activities:

- Organization of student events on/off campus in the London area
- Liaise with Students' Association to manage event budgets and expenses
- Developing event plans and running events independently of staff assistance
- Attending Volunteer Event Meetings and Briefings

Role Benefits:

- Develop communications, team work and problem-solving skills
- Improve your confidence and leadership skills
- Gain a deeper understanding of the diverse student body at GCU London.
- Network and meet new people, and become part of a supportive community
- Shape and develop your event planning skills and gain experience of a leadership role

How to Get Involved:

Volunteer applications are open to students three times a year in January, May and September. Students sign up online, and are inducted via a virtual training session. Once inducted students can choose how much they wish to be involved with the programme, but are encouraged to attend monthly volunteer socials, and event suggestion meetings.

www.gcustudents.co.uk/groups/volunteer-gcu-london

CASE STUDY: GCU London Volunteers

Your Name: Kumar Vishesh	
Study Programme: MSc International Marketing (Professional Practice)	
No of years volunteering? 3	
Role: London Volunteer	
Why did you decide to be involved? I decided to get involved with GCU London Student's Association because I wanted to make a positive difference in the student community. As someone who understands the challenges of adjusting to a new environment, especially as an international student, I felt passionate about supporting others in their journey. Volunteering provided an opportunity to foster inclusivity, create meaningful events and help students feel more connected and welcomed on campus. It was also a chance for me to enhance my leadership skills and be part of a community-driven initiative.	
What difference has it made to your university experience being a volunteer? Volunteering with the Students' Association for 3 Years has significantly enriched my University experience. It's allowed me to build strong connections, develop key skills such as team work, event coordination and communication and gain a deeper understanding of the diverse student body at GCU London. It has given me a sense of purpose beyond academics and made me feel part of a supportive community. The experience has boosted my confidence and made my time at university more fulfilling and memorable.	

Volunteer Role: **Student Trustee**



Role Purpose:

We are a charity and we are seeking four Student Trustees to sit on our Trustee Board. The Board sets the strategic direction of the Students' Association, monitors our performance and has legal and financial oversight of the organisation.

Role Activity:

We are seeking volunteers who have strategic thinking, independent judgement, an ability to think creatively and a willingness to speak their mind. Ideally, the new Student Trustees will have had a leadership role within the Students' Association, university or the local community and have a good understanding of the issues affecting students and the different types of students (undergraduate, postgraduate, full time, part time, international, mature, articulation etc).

Role Benefits:

Being a trustee is not only a valuable way of contributing to the charity sector. It can also be a fascinating and rewarding experience for individuals, helping them to broaden their interests and develop their skills.

How to Get Involved:

You can watch short videos of other students' experiences and read an information pack: www.GCUstudents.co.uk/studenttrustee. There is an application process for this role.

CASE STUDY: **Student Trustee**

Your Name: Fraser Drylie	
Study Programme: BA Social Sciences (Criminology and Sociology)	
No of years volunteering? 3	
Role: Student Trustee	
How did you first get involved or how did you find out about it? I got involved after talking to one of my friends in Caledonian Court. She was involved in Radio Caley and said how welcoming, fun and exciting it was to be presenting a show. Once I got involved in Radio Caley I heard more about the representational aspect of the Students' Association. 3 years later I found myself applying to become a Student Trustee, the highest level of governance within the Students' Association.	
Why did you decide to be involved? I got involved initially so that I could hang about with friends and meet new people. I then started to realise the potential of what being involved could enable someone to do. I learned and improved skills that I would never have had before which I have used when applying for jobs.	

Volunteer Agreement

Volunteers are at the heart of GCU Students' Association as an organisation. We hope that you will enjoy your time volunteering within GCU Students' Association. This is an agreement for all of our volunteering opportunities and not a contract of employment. It sets out exactly what you can expect from us, and what we can expect from you.

We expect you:

- To treat others with respect and courtesy.
- To perform your volunteering role to the best of your ability.
- To undertake the activities of your volunteer role description.
- To follow GCU Students' Associations' policies and procedures, including Health & Safety, Equality & Diversity, and Data Protection.
- To respond to our emails within a reasonable timeframe.
- To attend on time, or to give reasonable notice to cancel or rearrange meetings with staff members.
- To complete risk assessments for your events and activities within a reasonable timeframe.
- To let us know of any problems or difficulties you experience during your volunteering role.
- To attend relevant training for your role.
- Not to purchase any goods or services without speaking to the relevant staff member first.
- To let us know about any support or materials you may need from us for any event or campaign within a reasonable amount of time.

You can expect from us:

- To provide insurance for you and your activities, as long as you have followed our procedures.
- To always treat you with respect and courtesy.
- To support you in conducting Risk Assessments for your events and activities.
- Top training, support, and resources to help you get the most out of your volunteering role.
- To ensure you are never out of pocket due to your volunteering, providing that the expenses have been approved in advance by the appropriate staff member.
- To respond to your emails within a reasonable timeframe.
- To try and deal with complaints straight away, but if not, will keep you regularly informed on how we are dealing with it until resolved.
- To deliver any materials or support on time, as agreed with you.

Support and Advice



The Students' Association provides a wide variety of support and advice for volunteers. Every volunteer has the opportunity to attend training sessions to help them understand their role and responsibilities. Specific information guides are provided to volunteers either at training sessions or online.

Staff

The Students' Association staff team are here to support all volunteers in their role, to contact one of the team go to: www.GCUstudents.co.uk/staff.

Resources

There are loads of resources for volunteers to use in their role, including how to book rooms or transport, what to do in an emergency; funding and communication, for more information on resources go to: www.GCUstudents.co.uk/volunteerresources.

Volunteer Policy

The Students' Association has a policy for all volunteering and this contains information about all aspects of being a volunteer. www.GCUstudents.co.uk/get-involved/volunteering/volunteer-policy

Problem Solving

The Students' Association aims to deliver high quality services to our members and we welcome all feedback and aim to deal with any concerns in a fair and consistent way. The Students' Association has a policy for problem solving complaints and this can be found on our key information page:

www.GCUstudents.co.uk/keyinformation

Reward and Recognition



Student Awards

Each year the Students' Association presents awards to GCU students to recognise their volunteering contribution. The awards are peer nominated and is decided by an impartial awards committee. More information about the [Sports Awards](#) and [Societies Awards](#) is available online.

At the end of March each year, the organisation has three awards events to celebrate volunteering achievement and recognise contribution. These events are the Sports Ball, the Star Awards and the GCU London Star Awards. Event information is posted on our website a month or two in advance of the event.

www.GCUstudents.co.uk/events.

Volunteer References

The Students' Association can provide you with a reference to confirm you have been a volunteer with the organisation, just contact your lead staff member to make this arrangement.

Common Good Award

This award is co-ordinated by Glasgow Caledonian University, it recognises and rewards the informal learning you have gained through extra-curricular activities such as volunteering. For more information about this award go to the [Common Good Award Website](#).

Student Leaders Programme



Exclusive to GCU Students, and developed in partnership with the Social Enterprise Academy (Scotland), the Student Leaders Programme is a series of free workshops designed to help identify and develop leadership skills.

By attending these workshops participants will be able to:

- ✓ Develop as a leader
- ✓ Build confidence
- ✓ Improve employability prospects

For more information about the Student Leaders Programme go to:
www.GCUstudents.co.uk/slp





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Glasgow Caledonian University Students' Association is a registered Scottish charity, number SC022887