

Set 6

Resource Implications

What will it cost?

Volunteers are never unpaid staff. A volunteer is someone who gives their time free. Expenses should be reimbursed but if small, regular payments are made, such as an honorarium, the boundaries may become blurred and that person might be seen as a low-paid worker. New employment legislation makes it even more important to be clear about the differences between paid and unpaid workers.

A cheap alternative?

Volunteers should never be seen as a cheap alternative. Despite the fact that volunteers should never be used to carry out roles that should be done by paid staff, a volunteering programme will cost money and pull on other resources, such as paid staff time in developing policies, co-ordinating volunteers and monitoring and evaluating their involvement.

What does my organisation need to consider?

You need to budget and plan for the following:

- Volunteer expenses (see InfoSheet 6.1)
- Time spent in the consultation process with staff, service users/clients and other stakeholders *before* deciding to go ahead with your volunteer programme (see InfoSheets 1.1 & 1.2)
- Training for staff who will be involved with volunteers
- Staff time for co-ordinating, supervising, supporting and managing volunteers
- Staff time and training for volunteer policy development work and development of good practice
- Staff time in completing administrative tasks around involving volunteers (e.g. managing the volunteer budget and paying out volunteer expenses).
- Producing a dedicated volunteer budget (and finding the money!) for all of the above *before* you decide to go ahead with volunteer involvement.
- Insurance – check that you have the necessary insurance for volunteers and whether there will be any extra cost (see InfoSheet 5.1 – Insurance).

Funding

Contact Volunteering England for information about raising the necessary funds for your volunteer programme (See Appendix V for details).