**MEMORANDUM OF UNDERSTANDING**

**between**

**the Association of Volunteer Managers**

**and Workers in Student Community Volunteering**

**1. Introduction to the Memorandum of Understanding**

The Association of Volunteer Managers and Workers in Student Community Volunteering share a common commitment to the development of volunteer management in England, and to working in partnership with key stakeholders to help deliver their goals.

The two organisations have developed this Memorandum of Understanding as a means of strengthening the relationship and building a more robust strategic alliance.

The Memorandum of Understanding recognises the similarities between the two organisations in terms of aims and values and sets out mechanisms by which information and intelligence can be shared for mutual benefit and for the overall good of volunteering.

The Memorandum of Understanding also recognises that there may be occasions when the two organisations take differing views on volunteering policies and initiatives. The hope is that the mechanisms which have been put in place will ensure that such differences can be acknowledged and expressed in a manner which is mutually supportive and reinforcing and in the best overall interests of volunteering in England.

**2. Information about the Association of Volunteer Managers**

The Association of Volunteer Managers is an independent body that aims to support, represent and champion people who manage volunteers in England regardless of field, discipline or sector. It was set up by and for people who manage and involve volunteers in the work of their organisations.

The Association of Volunteer Managers works to:

* campaign and speak out on issues that are key to people who manage volunteers;
* facilitate effective support for those involved in volunteer management locally, regionally and nationally such as through peer-to-peer support, mentoring and highlighting appropriate training opportunities; and
* develop information and good practice resources on volunteer management.

The Association of Volunteer Managers defines volunteer managers as:

‘People who, directly or indirectly, oversee, manage, co-ordinate or administer volunteers or volunteer programmes. Volunteer managers operate in all sectors and at all levels.’

It recognises that other terms can and are used to describe volunteer managers, that volunteer management may only be part of a volunteer manager’s role and that volunteer managers are both paid and unpaid.

**3. Information about Workers in Student Community Volunteering**

Workers in Student Community Volunteering (WiSCV) is a UK-wide peer support network open to workers leading volunteering projects in a front line and operational manner, employed within FE and HE institutions.

**Aims**

WiSCV aims to:

* Provide and maintain an email discussion list (mailbase).
* Share information and good practice, including the provision of an on-line resource library.
* Support and welcome new workers.
* Maintain standards in the sector.
* Provide opportunities for training and development, including a yearly conference.
* Promote Volunteer Workers as a profession (this may include lobbying).
* Develop and maintain our relationships with Student Volunteering England, Student Volunteering Scotland, and national networks for Wales and Northern Ireland.
* Use research as a tool to inform and support these aims.

**4. Memorandum of Understanding**

The aim of the Memorandum of Understanding is to:

* build and maintain a mutual understanding of each other’s work;
* keep each other well informed;
* define our working practices in the spirit of collaboration and partnership; and
* strengthen volunteer management in England.

In order to achieve these aims, the Association of Volunteer Managers and Workers in Student Community Volunteeringwill:

* Hold an annual meeting of the respective chairs to review:
  + the Memorandum of Understanding and its impact;
  + any joint activity undertaken;
  + intelligence from members of both organisations about the way the relationship is perceived and experienced at local level;
  + ways in which the two organisations wish to develop the relationship in the coming year; and
  + potential for development of new joint activity.
* Hold a 6 monthly policy/information review meeting of key staff to:
  + share intelligence on forthcoming policy initiatives and to discuss respective organisational positions;
  + discuss the possibilities for shared work;
  + identify any points of contention and look for ways of resolving these;
  + draw up joint responses and submissions when appropriate.

Annexes to this Memorandum of Understanding will be added to cover any joint pieces of work developed between the two organisations.

This Memorandum of Understanding was agreed between the Association of Volunteer Managers and Workers in Student Community Volunteeringon 30th January 2009.

**Signed**  **Signed**

**Name** **Name**

For and on behalf of: For and on behalf of:

**Association of Volunteer Managers Workers in Student Community Volunteering**