

## Voluntary Organisation Code of Practice

### What to expect from Careers

The Volunteering Advisers within Careers will endeavour to assist organisations engage with Edge Hill University students as appropriate by promoting volunteering vacancies on their behalf. We will assist you in placing your advertisement free of charge on our vacancy system provided we receive all the details we require and that it complies with the relevant health and safety, employment and equality legislation.

### Careers reserves the right:

- Not to advertise vacancies we consider unsuitable or inappropriate for students / graduates
- Not to advertise further vacancies from any person or company who does not comply with our Volunteer Code of Practice.
- to withdraw any vacancy details without prior notice

### Careers:

- Cannot guarantee responses to adverts posted on behalf of organisations.
- Where required, discuss, review and update organisation and vacancy information on an ongoing basis
- Where appropriate offer other services to organisations e.g. access to relevant careers events, facilities for interviews/testing or presentations on campus

### We do not handle any vacancies that, to our knowledge are:

- Do not conform to appropriate Employment Legislation, Health and Safety Legislation or the Equality and Diversity policy of Edge Hill University
- Based within a home/residence as the place of operation.
- Promote or involve illegal or immoral activities
- Appear to undermine academic integrity or have potential to encourage or open our students up to accusations of academic misconduct
- Operate, and have the volunteering opportunities, based overseas.

### What we expect from the Organisation:

The placement of an advert with Careers shall be regarded as acceptance of this Code of Practice.

The following details are compulsory requirements to promote a vacancy with Careers.

- Company details
- The organisation must also make clear the nature of the work offered
- Specify any necessary skills and qualifications required
- Clear information about the method of application to be used by candidates (including the URL for online applications)
- If possible, all vacancies should have a definite closing date. If no closing date is provided the opportunity will be assigned a date at the end of the academic year. If they are able, the organisation should state the number of roles available and distribution of hours to be worked.
- Careers may request further information to ensure that the proposed vacancy complies with relevant legislation.
- All the information you provide for the advert must be accurate, true and not misleading in any respect. It is the advertiser's responsibility to check all information prior to submission and the university accepts no liability for any errors or omissions repeated in an advert.

It is the duty of the employer to meet all the statutory legal requirements with regard to students/graduates employed via the Careers. In particular the employer is reminded of the following requirements:

- Adherence to health and safety regulations and provision of adequate insurance which covers volunteers for activities undertaken
- To provide a suitable and sufficient Risk Assessment covering all volunteering activities which is regularly updated and appropriately communicated to volunteers
- Compliance with legislation against discrimination in employment on basis of gender, age, ethnic origin, disability, etc...
- The organisation should be aware of students' study obligations and not ask them to work/volunteer in excess of 20 hours per week, except during vacations and other periods when a student does not have the usual pressures of study.
- The organisation will satisfy themselves as to the suitability of any candidates and ensure they are legally entitled to volunteer in the UK. The organisation will also be responsible for taking up any references provided by the volunteer before engaging them.

Additionally

- Careers will not promote a vacancy if an organisation wishes to recruit volunteers in order to replace paid employees. The organisation will be

expected to inform Careers if this is the case.

- It is the responsibility of the organisation to let all candidates know the result of an application as soon as possible and to inform Careers when a post(s) has been filled or withdrawn.
- The employer shall endeavour to give feedback to Careers regarding the service and the candidates that apply for their roles, where appropriate.
- The organisation must identify an appropriately qualified, named person within the organisation with responsibility for volunteers and providing support.
- The organisation should provide Volunteer Induction so that volunteers are fully aware of what tasks entail and what action to take if something goes wrong.
- Ensure that each volunteer has appropriate support, supervision and training
- Make sure that the contribution of volunteers is given adequate recognition and publicity
- Carry out Disclosure Barring Service checks if appropriate to the volunteering role
- Encourage volunteers to claim for out-of-pocket expenses to ensure that volunteers who wish or need to claim expenses do not feel disadvantaged

### **Employer Liaison Team**

In addition to advertising volunteering opportunities for charity and not for profit organisations, the Employer Liaison team support companies in advertising the following roles

- Part Time (up to a maximum of 20 hours a week)
- Full Time graduate level roles
- Temporary work
- Vacation/Seasonal work in the UK and abroad
- Graduate Schemes
- Undergraduate and Graduate 12 month placements and summer internships.
- All roles to be paid National Minimum Wage (NMW), taking into consideration exemptions as per the guide developed by the Department of Business Innovation and Skills (BIS), NMW Guide for employers.

If you wish to discuss advertising vacancies as outlined above, the Employer Liaison team can be contacted on 01695 587597

Careers staff are members of the Association of Graduate Careers Advisory Services (AGCAS) to ensure best practice in recruitment and in turn adhere to the

Best Practice in Graduate Recruitment as endorsed by AGCAS and National Union of Students (NUS).

## **Disclaimer**

We advertise vacancies using a standard format and reserve the right to edit entries for length or content accordingly.

We will only act as a facilitator of vacancy information between the organisation and students/graduates seeking volunteering.

We will not act as an agency on behalf of the organisation or student/graduate and will not enter into any Terms of Business with the employer or Terms & Conditions of Volunteering with the student/graduate. Any volunteering contracts are between the student /graduate and the employer.

If an organisation finds that a student/graduate recruited via the Edge Hill University Careers does not fulfil reasonable expectations, bearing in mind the role specification notified, Careers will re-advertise the vacancy, if requested by the organisation

Advertising a vacancy does not constitute any implied endorsement, of a website, its sponsor, its products or its services, nor should any views expressed on that website be taken to reflect the views of Edge Hill University.

Edge Hill University shall not be liable for any loss or damage suffered by organisation arising from, or in any way connected with, the introduction by the University to the organisation of any volunteer.

Edge Hill University does not accept any liability for loss, damage or inconvenience suffered by an employer or advertiser where access to the website is suspended or lost through circumstances out with the control of the University. The University will use its reasonable endeavours to restore access to the website as soon as possible where circumstances permit.

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Edge Hill University Careers  
[www.edgehill.ac.uk/careers](http://www.edgehill.ac.uk/careers)