



Charity Number: 500765

Registration Date: 13 April 1971

Student Volunteering Cardiff (SVC)

Strategic Plan

(This plan is to be reviewed annually, last reviewed November 2015; however it has been constructed for a 3-5 year development period)

Preamble:

Student Volunteering Cardiff (SVC) is a charity established in 1971 by students studying at Cardiff University. Its charitable objects are “To promote any charitable purpose for the benefit of the community in the Cardiff area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness’. Additionally we aim to provide a range of opportunities to our volunteers to benefit their skills development and work-based learning.

Mission Statement:

To enhance the lives of disadvantaged and vulnerable members of the local community through the work of volunteers and, wherever appropriate, through working in partnership with other individuals or organisations.

Aims and Actions

SVC has 10 Aims and associated actions and these are set out below:

For Our Beneficiaries

Aim 1. To support and empower disadvantaged and vulnerable people.

Actions:

- a. To develop projects where a need has been identified
- b. To ensure that our beneficiaries are provided with quality services
- c. To improve the consultation process with our beneficiaries with regards to their needs and requirements relating to our projects



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Aim 2 To undertake specific projects in support of Aim 1.

Actions:

- a. To maintain established projects
- b. To develop current and new volunteer or staff-led projects representing volunteer and beneficiary need and demand
- c. To gain feedback from volunteers and beneficiaries regarding need and popularity of new and established projects
- d. To devise an exit strategy for SVC activities, in case funding is lost (to look at less popular projects, or projects with a natural end progressing and plan which projects will be stopped in order of preference)

For our partners

Aim 3 To maintain and strengthen partnership working.

Actions:

To work in partnership with:

- a. Regional universities and their associated Students' Unions
- b. Local Colleges and Schools
- c. Innovate Trust
- d. SVC funders
- e. External Project Partners and Charities
- f. To focus on recruiting and promoting SVC's internal projects initially and then promote external volunteering opportunities which will enable more people to volunteer)

For our Charity

Aim 4 To monitor and record our activities to ensure their effectiveness:

Actions

- a. To record Equal Opportunities data
- b. To record actual numbers of Volunteers
- c. To record hours of actual Volunteering
- d. To record individual volunteer data, e.g. university/college, course, year etc
- e. To record Millennium Volunteering hours for Lead volunteers
- f. To record number of beneficiaries



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The information that is provided by volunteers/members will be stored securely in accordance with the Data Protection Act. Responses will not be used for any other purposes than for the annual report or reporting of volunteer statistics and will remain confidential. SVC will never use the data outside of this remit and no volunteer/member will be identifiable personally. Personal details such as email addresses will not be passed to any third party.

Aim 5 To increase funding in order to support our current and future projects:

Actions:

- a. Trustees and manager to ensure SVC has enough funds for current activities
- b. To access new funding streams
- c. Trustees to be responsible for organising one-off fundraising events
- d. Trustees to incorporate fundraising in events where appropriate
- e. Trustees to be supported by the SVC Manager to complete small-grant bids
- f. SVC Manager to look at specific Grants/Bids to fund projects that SVC currently covers full or part expenses for. E.g. Mental Health Projects, Environmental Projects and Weekenders.
- g. To access new funding for new ventures
- h. To sustain SVC Staff Employment. SVC Manager to submit funding bids for salary costs aiming to ensure SVC staff team can remain at full capacity.

Aim 6 To increase donations to ensure our sustainability.

Actions:

- a. To develop online donations through establishing an SVC "MyDonate" scheme
- b. To develop a donations option through SVC alumni
- c. To create online funding campaigns at least twice a year for donations

Aim 7 To increase the promotion of SVC

Actions:

- a. To promote Student Volunteering Week annually
- b. To increase the presence and promotion of SVC on social media
- c. To create online campaigns at least twice a year (see aim 6)
- d. To develop a strong SVC brand, and use throughout all promotional material
- e. To develop the website



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Aim 8 To restructure the Board of Trustees to ensure good governance and effectiveness

Actions:

- a. To review the board of trustee positions annually in accordance with the SVC constitution
- b. To appoint Trustees annually in accordance with the SVC constitution
- c. To co-opt suitable associated Trustees to ensure continuity within the Board of Trustees
- d. To incorporate a Trustees Shadowing-Period for the in-coming and out-going Trustees
- e. Increase the diversity on the board of trustees
- f. To hold an annual general meeting (AGM) annually in accordance with the SVC constitution

For our volunteers

Aim 9 To improve employment prospects for volunteers:

Actions:

- a. To offer a diverse range of volunteering opportunities
- b. To offer volunteers an opportunity for increased responsibility through Lead volunteer and trustee positions
- c. To provide accreditation/certificates for all volunteer training attended
- d. To link in with university-lead employability schemes such as the Cardiff Award
- e. To provide advice and guidance to volunteers regarding "How to use their volunteering experience to improve their employability"
- f. To develop employability training opportunities to volunteers such as CV workshops
- g. To continue to be a Millennium Volunteering Member and support volunteers to achieve these awards where applicable.
- h. To work in partnership with more external organisations to promote their short term opportunities
- i. To allow a larger audience the opportunity to take part in volunteering



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Aim 10 To improve training opportunities for Volunteers, Lead Volunteers, Trustees and SVC Staff.

Actions:

- a. To ensure all necessary training in place to Volunteers, Lead Volunteers, Trustees and SVC Staff
- b. To consider more specialised areas of training for specific projects
- c. Year-round support to Volunteers and Lead Volunteers from Trustees and SVC Staff
- d. Year-round support to Volunteers from Lead Volunteers
- e. Year-round support to Trustees from SVC manager
- f. Year-round support to the SVC manager from Trustees