

Volunteering & Employability

Support and Guidance

At the Volunteering and Employability office, we want you to feel supported before, during and after you have been a volunteer. To ensure we do this, we try to keep in touch with you throughout your placement, so if you need us we are never too far away!

If you do need any support or guidance, please feel free to come to our office and see one of the volunteer co-ordinators. Please note, during busy periods, especially in the autumn term, it may be necessary for you to arrange an appointment with a volunteer co-ordinator.

Methods of Support & Guidance:

- Placement advice and support before, during and after registering with us.
- Open door policy during term times, 10:00 – 4:00 Tuesday – Friday.
- Training and inductions given to all volunteers, where necessary. *(Please see the document titled 'training and inductions' for further information.)*
- Regular communication with volunteers through email, phone call check ups and regular new opportunities updates.
- Support with limited placement expenses where possible. *(Please see the document titled 'expenses' for further information.)*
- Evaluations – helping you to help us improve our service for future students!

If you need any support or guidance please contact us on the details below;

Tel: 024 7679 5210

Fax: 024 7679 5239

Email: volunteering.su@coventry.ac.uk

Website: www.cusu.org/volunteering

Address: Volunteering and Employability, (top floor), Coventry University Students' Union, Priory Street, Coventry, CV1 5FJ