

# Volunteering in Action Quality Award

Action Together



Action Together  
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Tel: 0161 339 2345

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[www.actiontogether.org.uk](http://www.actiontogether.org.uk)

Action Together registered charity no. 1165512



# A little bit about us

Action Together CIO was formed in April 2016 and brings together two charities; Voluntary Action Oldham (VAO) and Community and Voluntary and Action Tameside (CVAT).

Our vision is of strong and dynamic communities in Oldham and Tameside that have the means to support themselves and their neighbours to enhance their quality of life. We want to see a significant increase in, and recognition of the importance of citizen-led action that improves local lives.

## Our values

### Believe it's possible

Vision and ideas matter. We have confidence in the power of people and communities and strive to release their potential to create the widest possible benefits whilst promoting social justice

### Strengthen others

We work in ways that strengthen people, places and partnerships. We achieve this by working collaboratively, sharing skills and developing relationships between people and groups.

### Be true

We are brave enough to share constructive insight in order to make progress. Our unique insight comes from our connections with, and amplification of, the diverse range of voices of people and groups that we work with.

## Find our offices...

**Tel:** 0161 339 2345

95/97 Penny Meadow  
Ashton-under Lyne  
Tameside  
OL6 6EP

**Opening times**  
Monday - Friday  
9.30am - 4.30pm

**Email:** [info@actiontogether.org.uk](mailto:info@actiontogether.org.uk)

12 Manchester Chamber  
Oldham  
OL1 1LF

**Opening times**  
Monday - Friday  
9.00am - 5.00pm

# What is the Volunteering in Action Quality Award?

It is a certificate awarded to Volunteer Involving Organisations (VIO's) across the boroughs of Oldham and Tameside to show that they adhere to best practice guidelines in volunteer management. The award provides a framework for those who want to improve how they work with volunteers and offer a positive experience for all.

The Volunteering in Action Award is reviewed annually and sits within the Quality in Action Award that supports organisations to meet safeguarding standards.



David Sharples

Active Communities Manager





# Why should my organisation apply?

Receiving the Volunteering in Action Quality Award will show that your organisation values volunteers and demonstrates your ability to provide a welcoming and supportive environment for people to spend their time unpaid.

## Why should you get involved?

- Enhance your organisations' reputation
- Demonstrates your ongoing commitment to your volunteers
- A great marketing tool to attract new volunteers
- Looks great on a funding bid
- Receive recognised branding
- Great step towards the National Investing In Volunteers Award

## The application process

1. Look at the information provided and contact a member of the development team at Action Together for an initial chat
2. Complete the 8 point checklist
3. Submit the application pack for assessment and feedback
4. Application will be assessed by the Action Together development team and feedback will be given (with recommendations if appropriate)
5. Receive the award and be given the Volunteering In Action Quality Award branding to use

For more information, contact the development team:

**Tel:** 0161 339 2345

**Email:** [development@actiontogether.org.uk](mailto:development@actiontogether.org.uk)



## Checklist of evidence required (must cover all 8 points)

Category	Essential evidence	Tick box
1	Status of organisation The constitution or rules that govern your organisation (signed and dated)	<input type="checkbox"/>
2	Volunteering is open to everyone Organisation's equal opportunity / diversity policy or statement including recruitment of ex-offenders policy	<input type="checkbox"/>
3	Recruitment of volunteers is fair Short description of your recruitment process, please enclose supporting information (e.g posters, application forms etc) Copy of volunteer role description for each role	<input type="checkbox"/> <input type="checkbox"/>
4	Appropriate policies for managing volunteers Volunteer handbook Volunteer policy / statement Health and safety policy (including an example of a completed risk assessment) Confidentiality policy (if applicable) Safeguarding policy (if applicable) Outline of your problem solving processes Statement of position regarding payment of volunteer expenses	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	Volunteers are supported and supervised within their role Details of induction programme for volunteers Outline of how organisation allocates and organises responsibility for supporting	<input type="checkbox"/> <input type="checkbox"/>
6	Volunteers are encouraged to develop their skills Outline of informal and / or formal training offered for each volunteer role	<input type="checkbox"/>
7	Insurance policies Copies of relevant insurance policies (with volunteers mentioned in your full policy document) If volunteers use their own vehicles, your policy for dealing with this	<input type="checkbox"/> <input type="checkbox"/>
8	Offering a positive experience to volunteers Statements from at least one of your volunteers	<input type="checkbox"/>



# Application form

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Name of organisation

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Address

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Please tell us briefly about your organisation. What does it do? What are the outcomes and benefits of these activities?

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Please tell us briefly about why you have volunteers, what they do and how they benefit your organisation?

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Main contact:

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(name and role)

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Telephone contact:

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Email address:

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Date:

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