

ILM Level 3 Award in Management of Volunteers

What is it?

This ILM accredited course is a Vocationally Related Qualification (VRQ) for those with responsibility for coordinating the contribution of volunteers on a day-to-day basis.

Content:

1 mandatory unit: (at roughly 'A' level standard) *Supervise and support volunteers*

What is required?

Attendance at all four workshops and participation in follow-up assignments carried out in the workplace. 1:1 face-to-face and on-line tutorials will be available with the course tutor to assist learners with their assignments and learning.

Dates of workshops for up to 12 participants: 09.30 – 14.00 including lunch (30 mins):

- Thur 7 Sep 2017: Induction, effective volunteering and relevant management approaches
Wed 4 Oct 2017: Policies, codes of conduct, constructive feedback and a learning culture
Tues 7 Nov 2017: Developing volunteers, using coaching techniques and reflective practice
Tues 5 Dec 2017: Motivational models, playing to strengths and celebrating achievements

Venue: Brightspace, *Community Action Suffolk*, 160 Hadleigh Road, Ipswich IP2 0HH

Who is it for?

This qualification is ideal for anyone new to managing volunteers, or for practising managers who want to improve their performance. It recognises that managing volunteers can be quite different to managing paid staff. Leaders will gain a solid foundation in the specific set of skills they need to supervise, support, organise and motivate a team of volunteers, *and a qualification with the ILM.*

Course aim: to equip managers of volunteers with the skills, confidence and a range of approaches to be effective team leaders.

Course tutor: *Christine Laverock* is based in Suffolk and has experience of employing volunteers in a youth project, has worked alongside governors of schools and has herself had various volunteering roles. She is also an experienced trainer and coach specialising in supporting managers and leaders who face challenges in their roles.

Cost: £465 (10% reduction if more than one person books from the same organisation). Price includes a set of comprehensive training notes, registration, certification and 12 month studying membership with the ILM, feedback and assistance with all assignments, attendance at workshops, lunch and refreshments and individual tutorial time with the course tutor.

To book a place, contact:



Christine Laverock Training Services

training@christinelaverock.co.uk www.christinelaverock.co.uk

01394 388626

