

ILM Level 5 Certificate in the Management of Volunteers

This course provides an individual learning approach to support you in further developing your skills and knowledge in the leadership of volunteers and volunteering, and will enable you to gain a nationally recognised qualification in what is becoming a key role in volunteer-involving organisations.

The programme is designed to challenge your thinking, expand your knowledge and encourage you to reflect on your own practice and approach. You will also have the opportunity to apply your learning back into the workplace through action planning and making recommendations for development and change by completing four formal assessments, creating an overall work-based project.

The learning and assessment criteria focuses on the following core themes:

- Leadership within Volunteer Management and your role as a leader
- Promoting volunteering, plus focusing on impact, feedback and support
- Reviewing strategy and policy to develop and strengthen volunteering
- Influencing and championing volunteering within the organisation

Ideally, you will be working in a role, or seeking a role that reflects the responsibilities and themes outlined. Perhaps you have already completed a Level 3 Volunteer Management qualification, and you are looking to further develop your knowledge and skills. You may have more general management experience or qualifications, but are looking to specialise in leading volunteers & volunteering.

The key ingredients and the requirements of the course are:

- ✓ Making regular time for study and research from the start and throughout the duration of the programme including seeking out current resources, articles, ideas and opinion.
- ✓ Willingness to reflect on your role and your strengths and development as a leader and manager and capture your ongoing learning through a reflective log.
- ✓ Ability to create and access a Google account and link to the on-line course materials through Google Drive.
- ✓ Connecting with your tutor at agreed points throughout the programme and participation in all individual learning activities, plus adherence to course deadlines for the submission of the formal assessments.

Participants will be supported throughout the programme by the course tutor via telephone, email and Skype sessions. You will also be encouraged to connect to the wider Volunteer Management community in your local area and via the on-line networks and resources available. Face to face sessions can be arranged, depending on location and are agreed on an individual basis. Support from the learner's organisation is also welcomed, especially regarding study time and application of learning in order for both the individual and the organisation to fully benefit from their participation in the programme.

The timescale for completion depends upon your individual situation and personal learning aims, although typically you can expect to set aside between 6 and 12 months for your programme of study.

A pre-course activity and brief programme Induction will set you on track for your first 1-1 session, where you will agree your individual learning plan for module 1. There are 4 modules to be completed in total.

We will begin by focusing on the theme of Leadership and set out expectations for the first assignment. Be prepared to share your own ideas, examples from the workplace and anything related to the current subject area that you've been researching to each 1-1 session. Assessment deadlines will be set to suit your individual circumstances and you'll be expected to continue reading, reflecting and writing in between workshops and throughout the course.

The programme *is* challenging, but as previous learners will confirm - it's hugely rewarding and a worthwhile commitment; enabling your personal and professional development in this important and emerging field of work.

Please contact [Sue Jones](#), the course tutor if you have any questions regarding the level, the course content and eligibility.

Sally Reith, Engagement Manager at Shared Interest and previous Level 5 participant shares her thoughts on completing the programme:

“My aims for attending the course were to enhance and develop my knowledge, understanding and ideas for application of good practice in volunteer management. To have the opportunity to research, critically reflect and plan strategies for improving our volunteer involvement. I also hoped to develop a strong peer network of fellow Volunteer Managers with my fellow learners.

All of these have been achieved and more. I feel the assignments in this course have been well suited to me being able to develop both my personal leadership skills but also develop and implement new ideas into our volunteer network. They have encouraged me to reflect on the offering we have, how we can learn and develop this but also to reflect on what we currently do well to build on this success.

I feel the course has inspired me to try new ideas and develop new ways of working with our volunteers, including a motivation survey, requesting feedback on my leadership style and surveying staff on their views of our involvement of volunteers. All of these activities, and the research and reflection carried out throughout the course, have helped me develop new plans for the future of our volunteer involvement as well to maximise the positive experiences of volunteers and volunteering. I look forward to getting stuck in to these.

This will inspire me to keep learning, challenging things and developing new ideas as we strive to make our volunteer network the best we can.”

SHAREDINTEREST
INVESTING IN A FAIRER WORLD