

# Management of Volunteers NVQ Level 3



**This course is aimed at people who manage individual volunteers or groups of volunteers directly on a day-to-day basis.**

## **Mandatory Units**

- Plan, organise and monitor the work of volunteers
- Lead and motivate volunteers
- Manage and continuously develop your own capacity for managing volunteers
- Develop productive working relationships with volunteers, colleagues and your manager
- Contribute to the maintenance of a healthy, safe and productive working environment

## **Optional Units—2 must be completed**

- Contribute to the recruitment and placement of volunteers
- Induct volunteers
- Enable learning through demonstration and instruction
- Enable group learning
- Maintain records of volunteers
- Manage volunteers' expenses
- Organise events

*Please contact us on 0114 281 5718 for more information*



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