JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Employee Volunteering Scheme Design and Management Training Course

13 – 17 December 2026
Amman

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Employee Volunteering Scheme Design and Management Training Course

Ref: 2601_98911 **Date:** 13 – 17 December 2026 **Location:** Amman **Fees:** 3300 GBP

Employee Volunteering Scheme Design and Management is a 1-week training course for people officers, corporate responsibility coordinators and internal communications staff who build and run staff volunteering, and who leave with an employee volunteering scheme plan. Staff now expect employers to support causes they care about, and community partners want reliable, well-briefed volunteers rather than one-off visits. Jupiter Prime Training offers this course on employee volunteering scheme design and management.

Why Employee Volunteering Scheme Design and Management Matters Now

Three groups shape employee volunteering today: staff who judge an employer partly by the community causes it backs, charities and community bodies that need dependable help rather than photo opportunities, and line managers who must release people without losing output. A well-run scheme strengthens belonging, builds skills such as facilitation and mentoring, and earns partner trust. A poorly run one wastes leave days, exposes volunteers and beneficiaries to avoidable harm, and damages relationships with charities. The course rests on cause selection, partnership agreements, volunteering leave policy, safeguarding practice and outcome measurement.

Who Gains Most from Employee Volunteering Scheme Design and Management

- People officers who draft volunteering leave rules, eligibility and approval routes
- Corporate responsibility coordinators who select causes and manage charity partners
- Internal communications staff who promote opportunities and share volunteer stories
- Staff network and committee leads who organise team volunteering days

Organisations gain most when a people officer, a corporate responsibility coordinator and an internal communications colleague attend together and design one scheme between them.

Employee Volunteering Scheme Design and Management Capabilities

Participants turn scattered goodwill into a scheme with clear causes, fair leave and safe placements.

- Assess candidate causes against organisational purpose, staff interest and community need — cause selection panel
- Design a volunteering leave policy with eligibility, approval and recording steps — line managers and payroll
- Specify partnership agreements with charities covering roles, supervision and insurance — partner relationship owners
- Build a volunteer recruitment, matching and briefing route — employees and placement hosts
- Apply safeguarding and risk checks to placements involving children, vulnerable adults or hazardous sites — safety leads
- Calculate participation rates and report community outcomes in plain terms — senior sponsors and partners

Key Employee Volunteering Scheme Design and Management Terms

- Employer-supported volunteering — unpaid community work that an employer enables through paid leave, organised placements or matched time.
- Volunteering leave — a set allowance of paid working time staff may use for approved volunteering activity.
- Skills-based volunteering — placements where employees apply professional skills, such as finance or mentoring, to help a community organisation.
- Partner charity — a community organisation that hosts volunteers under an agreed scope, supervision arrangement and contact route.
- Safeguarding — the measures that protect children and vulnerable adults from harm during volunteer contact.
- Outcome measure — evidence of the change a placement produced for beneficiaries, beyond counting hours given.

Employee Volunteering Scheme Design and Management Day by Day

Day 1: Purpose, Causes and Community Need

- Scheme Purpose Statement — Linking Volunteering to Organisational Values
- Staff Interest Survey — Shaping Which Causes Attract Participation
- Community Need Mapping — Choosing Issues Where Help Matters Most
- Cause Selection Matrix — Ranking Causes Against Agreed Criteria
- Volunteering Models Compared — Team Days, Skills Placements or Payroll Giving Links

Day 2: Volunteering Leave Policy and Fair Access

- Leave Allowance Options — Balancing Generosity With Operational Cover
- Eligibility and Approval Routes — Treating Shift and Office Staff Fairly
- Line Manager Release Guidance — Planning Cover Before Volunteering Days
- Recording Volunteering Time — Keeping Leave Records Accurate and Auditable
- Inclusive Opportunity Design — Reaching Remote, Part-Time and Disabled Staff

Day 3: Charity Partnerships and Placement Design

- Partner Due Diligence Checklist — Confirming Charity Status and Capacity
- Partnership Agreement Template — Fixing Roles, Supervision and Insurance Cover
- Placement Role Descriptions — Matching Tasks to Volunteer Skills
- Skills-Based Placement Scoping — Defining Deliverables for Professional Volunteers
- Partner Review Meetings — Deciding Whether to Renew or End Partnerships

Day 4: Volunteer Journey, Safeguarding and Risk

- Volunteer Matching Process — Pairing Staff Interests With Open Placements
- Pre-Placement Briefing Pack — Setting Conduct, Confidentiality and Contact Rules
- Safeguarding Checks and Background Screening — Protecting Vulnerable Beneficiaries
- Placement Risk Assessment — Controlling Travel, Site and Activity Hazards
- Incident Reporting Route — Responding When Something Goes Wrong on Placement

Day 5: Practising the Employee Volunteering Scheme Plan

- Participation Dashboard — Tracking Uptake by Team, Site and Grade
- Community Outcome Stories — Reporting Change With Partner Consent
- Applying Cause Selection and Leave Rules — Testing a Draft Scheme
- Applying Partnership and Safeguarding Steps — Reviewing a Sample Placement
- Employee Volunteering Scheme Plan — Presenting Causes, Rules, Partners and Measures

Applying Employee Volunteering Scheme Design and Management After the Course

- Run a staff interest survey and a cause selection panel to confirm two or three priority causes for the year ahead.
- Agree a written partnership agreement and placement risk assessment with one charity before the next team volunteering day.

Employee Volunteering Scheme Design and Management Questions FAQ

What is employee volunteering scheme design and management and why does it matter now?

It is the planning and running of staff volunteering so that causes, leave, partners and safety are handled deliberately. It matters now because staff expect visible community support and charities need reliable volunteers, not occasional goodwill visits.

Which roles gain most from employee volunteering scheme design and management?

People officers, corporate responsibility coordinators and internal communications staff gain most. Staff network leads who organise team volunteering days also benefit.

How does employee volunteering scheme design and management differ from a corporate social responsibility strategy course?

This course works at scheme level: leave rules, placements, briefing and safeguarding. A responsibility strategy course works at board level on wider social commitments and disclosure.

What do you bring back from employee volunteering scheme design and management?

You bring back a scheme plan covering causes, leave policy, partner agreements, safeguarding checks and a participation dashboard.

Employee Volunteering Scheme Design and Management: The Way Forward

The employee volunteering scheme plan first informs which causes and charity partners the organisation backs for the coming cycle. People officers use it to approve leave fairly, coordinators to manage placements and communications staff to invite participation. After the first round of placements, revisit the outcome measures with partners and ask whether the help given matched the need they described.