

## Project Leader Selection

Hallam Union is committed to ensuring that any student within Sheffield Hallam University Union has access to appropriate volunteer opportunities. The role of Project Leader within our Team Projects is a demanding one which requires great commitment but offers excellent opportunities for personal development from the post-holder. Due to increasing demand to undertake these roles, the following principles will be used to ensure equitable selection for what are a limited number of opportunities.

Volunteering now has a wide range of Team Projects. In order to avoid difficulty in co-ordinating projects and to best use our resources, it is the general principle that each project will have only one project leader. It will be possible for this rule to be relaxed if two people who want to co-lead a project can provide a good reason why this should be allowed, at the discretion of the Volunteer Support Co-ordinator in consultation with the appropriate Volunteer Support Worker.

Where more than one member wishes to be Project Leader for a specific project, the following process will be undertaken:

All candidates to hold group discussion with Volunteer Support Worker to discuss the demands of the role and what they feel they can offer to it. The aim of the discussion is for the group to self-select a leader. Should this fail to reach a decision, a panel consisting of the Volunteer Support Co-ordinator, Volunteer Support Worker and a representative of the Volunteering Committee will decide the project leader for that year.

One of the key aims of Volunteering is that of 'development' both in terms of people and projects. If an existing Project Leader wishes to continue in their role for a further year, they will need to demonstrate that it will be beneficial to them personally, and the project in general. The organisation values the experience of previous project leaders, and has many opportunities for further development through roles such as standing as Volunteering Officer, Volunteering Committee members, or project leader mentors. However, it is also necessary to allow for as many students as possible to have the chance to participate.

It is hoped that all students will recognise that the above principles aim only for a fair system of selection and to develop the organisation, projects and individuals to their maximum potential. No individual will ever be turned away from Volunteering, we value the skills and experience of all Union members. However, it may be operationally necessary from time to time to offer a different role to that which is first wished for.

**Should any person feel that they have been unfairly treated, or wish to challenge a decision made as to Project Leader selection, they should in the first instance direct this complaint to the Activities Officer. This will then be discussed with relevant members of staff, and an appeals panel convened consisting of themselves, a Volunteering Committee representative and an independent Executive Officer.**