Resource sheet 1ii:

Resources and Budgeting Planner

1. Use the table below to help you calculate the equivalent financial value that volunteers would provide for your organisation.
* The mean figure of gross hourly pay for Warwickshire in 2019 is £14.801
* Calculating the social value of volunteers is more complex, but the NCVO does provide some advice.
1. Overleaf, there is another table to help you calculate the costs of the resources you will need to use. This can then be offset against the value of work the volunteers are predicted to generate.

| A | **B** | **C** | D | E | F |
| --- | --- | --- | --- | --- | --- |
|  |
| No. of volunteers | Average hours per week per volunteer | **Weeks volunteered** **per year** | Multiply to provide total volunteer hours | Hourly pay rate of £16.991 | Total volunteer value = D x E |
|  |
|  |  |  |  |  |  |
|  |

Notes:

1 [www.statista.com/statistics/280687/median-hourly-earnings-for-full-time-employees-in-the-uk-since-](http://www.statista.com/statistics/280687/median-hourly-earnings-for-full-time-employees-in-the-uk-since-)

 [2006/#statisticContainer](http://www.statista.com/statistics/280687/median-hourly-earnings-for-full-time-employees-in-the-uk-since-)

| Resource area  | Comments | Cost |
| --- | --- | --- |
|  |
| Volunteer management | Volunteer manager role | * Will you have a specific role or will existing staff do this?
* Will the role be paid or voluntary?
* Annual salary + employer costs
* Recruitment costs
 |  |
| Other paid staff  | * E.g. senior and operational managers, HR, admin
 |  |
| Insurance | * Employer’s Liability
* Public Liability
* Professional Liability
* Personal Accident
* Insurance for volunteer drivers
 |  |
| Volunteer expenses  | * E.g. travel, out of pocket expenses, food, accommodation
 |  |
| Volunteer communications | * E.g. newsletter
 |  |
| Volunteer recognition | * Costs of social events, etc.
 |  |
|  |
| Equipment | Office equipment | * Internet access
* Phones
* Computers & software
* Include cost of wear and tear
 |  |
| Tools  | * Include cost of wear and tear
 |  |
| Personal protective equipment (PPE ) | * Identified by risk assessing the role
 |  |
| Storage space |  |  |
| Event materials | * E.g. banners, flyers
 |  |
|  |

| Resource area  | Comments | Cost |
| --- | --- | --- |
|  |
| Volunteer recruitment | Role development | * Consider in terms of time
 |  |
| Administration | * Consider in terms of time
 |  |
| Promotion / advertising | * Using CAVA’s Volunteer Connect service is free
 |  |
| Stationery |  |  |
| Postage |  |  |
| DBS checks |  |  |
|  |
| Utilities & facilities | Electricity, water, etc. |  |  |
| Cleaning |  |  |
| Repairs & maintenance |  |  |
| Kitchen use  |  |  |
| Desk space |  |  |
| Venue hire |  |  |
|  |

**For more information**

[National Council for Voluntary Organisations (NCVO)](http://www.ncvo.org.uk)

NCVO champions the voluntary sector and volunteering across Britain by connecting, representing and supporting voluntary organisations. It has a reputation as an authoritative voice for the sector.

* [www.ncvo.org.uk](https://www.ncvo.org.uk/) Phone: 020 7713 6161 Email: ncvo@ncvo.org.uk

NCVO Knowhow Nonprofit

Knowledge and e-learning for charities, social enterprises and community groups. Learn from experts and peers, and share your experiences.

* [www.knowhownonprofit.org](https://knowhownonprofit.org/)

Warwickshire & Solihull Community and Voluntary Action

CAVA supports volunteer-involving organisations and groups across Warwickshire and Solihull in developing and maintaining good practice in their relationships with volunteers. We offer up-to-date information, advice and guidance on a range of topics including:

* Setting up a volunteer programme
* Developing volunteer roles
* Volunteer recruitment
* Volunteer retention
* Legal and insurance information
* Inclusive volunteering
* Addressing challenges with volunteers.

**CAVA’s Resource Library**

CAVA’s resource library contains a wide range of up-to-date, free resources for Warwickshire and Solihull community and voluntary organisations in the following topic areas:

* Groups & organisations
* Volunteering
* Safeguarding.

Visit [www.wcava.org.uk/resource-library](http://www.wcava.org.uk/resource-library) to view.

**For more support and guidance**

| For more support and guidance on any aspect of volunteer management, contact your local CAVA Volunteering Coordinator: volunteering@wcava.org.uk |
| --- |
|  |  |

DISCLAIMER

Although every effort has been made to verify the accuracy of materials in CAVA's resource

library, users are advised to check independently on matters of specific interest.