3 TOP TIPS FROM IIV ACHIEVERS TO COMPLETE YOUR SELF-ASSESSMENT AND DEVELOPMENT PLAN

www.iiv.investinginvolunteers.org.uk
| SET UP A REALISTIC TIME FRAME | Start as early as you can because as you complete the self-assessment you will realise that there are policies that you need to update and systems you need to put in place.

It can be hard finding time alongside your day job so be realistic with timescales and allow plenty of time to review and amend paperwork. Leave plenty of time to ensure that your supporting processes have been well though-out, if possible seek feedback from relevant staff and volunteers.

That said don’t be put off by the amount of paperwork - you probably have more evidence prepared than you think! |
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| BE HONEST AND OPEN TO ADDRESS PROBLEM AREAS | Be prepared to make changes, even if they are significant. IiV is the perfect opportunity to make changes you want to see in your volunteer programme and your organisation.

Embrace it as a positive experience which provides an opportunity to evaluate the management of volunteers in your organisation, something that needs to be done and refreshed anyway.

It is essential for you to be honest, to challenge yourself and recognise that this is a way for the organisation to improve. By seeing IiV as a framework for improvement rather than the pursuit of an award you’re opening yourselves up to adopting some real change that will really make a difference for the better for your volunteers. |
| USE ALL AVAILABLE SUPPORT AND RESOURCES | Ask for and find help - there is a lot of guidance and support available! Listen to the advice from your assessor and follow their guidance. They are the experts and have a wealth of knowledge and experience.

There’s a lot of examples of good practice out there:
- Investing in Volunteers Library
- Knowhow non-profit website
- NCVO resources
- Investing in Volunteers Training & Support page

Find out more about the assessment process and its benefits on the IiV website. Feel free to contact the IiV Team at iiv@ncvo.org.uk if you have any questions or if you would like to get in touch with organisations that have achieved the Quality Standard. |