

East Belfast Partnership – Volunteer Policy

Introduction

East Belfast Partnership is involved in developing and supporting a wide range of activities aimed at regeneration. Full details of our work can be viewed on the website www.eastbelfastpartnership.org

Using volunteers to support our work provides us with an opportunity to achieve our goals by accessing expertise that would not otherwise be available to us. It is not a substitute for the work of our paid staff. Our volunteers therefore will only be asked to undertake work they have agreed to.

Due to the resources required for supporting our volunteers effectively it is preferable that prospective volunteers can commit to EBP, at least a half day a week, for a period of three months or more.

Recruitment of volunteers

It is unlikely that we will directly advertise for volunteers. We will use our website to highlight the opportunity to volunteer and ask potential volunteers to complete and submit an expression of interest.

On receipt of the expression of interest an interview will be set up with the EBP volunteer co-ordinator.

The particular area of work and level of involvement will be arranged on an individual basis at time of interview. We will endeavour to identify an opportunity that is suitable for both you and us. If this is not immediately possible with consent we may retain volunteer details should a more suitable opportunity arise.

We will require volunteer to register with Access NI where it is likely that they will be working with vulnerable groups. EBP will take responsibility for this registration.

Training and Induction

Once the scope of the volunteering opportunity has been agreed an induction will be arranged. This will take place before any work is undertaken and will involve the following:-

- Identifying where the volunteer will be based and what internal resources are available to them
- Familiarisation session with building, EBP staff and volunteers
- Introduction to EBP policies i.e. Health and Safety, Equality, Code of Conduct
- Project background information
- Meetings with key staff

Volunteer Support

All volunteers will have a named person as their main point of contact.

The Volunteer Co-ordinator in EBP will provide overall management providing regular supervision to feed back on progress, discuss future development and air any problems.

Expenses

With prior approval by the volunteer co-ordinator, all reasonable expenses incurred by a volunteer in the course of her/his duties will be fully reimbursed by EBP upon presentation of appropriate documentation.

Where a volunteer is required to use her or his own vehicle for EBP business, the volunteer shall be paid a mileage allowance, in accordance with going rate paid to staff.

Volunteers working a minimum of five hours per day will be able to claim expenses for lunch

There may be occasions where additional meals, child care and other expenses can be claimed, where EBP has requested an additional commitment.

Insurance

Volunteers will be insured under EBP's existing insurance cover

Grievance and disciplinary procedures

EBP has clear procedures in place to deal with complaints by or about volunteers. A copy of these will be made available during the induction process.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as our paid staff.

East Belfast Partnership Volunteer Agreement

Policy

East Belfast Partnership want our volunteers to have an enjoyable and rewarding volunteering experience and believe this is most likely to result if there is:

- A commitment from you, the volunteer, to help us provide the best possible service, and
- A commitment from EBP to treat you well as a volunteer.

This agreement sets out the most important terms of those commitments.

What you can expect from EBP

- Fair, considerate treatment and recognition of the value of your volunteering.
- An introductory talk with Co-ordinator, giving information about our organisation, the service we provide, your responsibilities as a volunteer, and any other matter affecting your volunteering.
- Ongoing assistance, guidance and support from the Co-ordinator.
- A clear indication of when you will be needed and tasks you will be expected to undertake.
- Adequate warning of any changes to the agreed routine.
- Out of pocket travel expenses in connection with your volunteering.
- Involvement in any decision-making which will affect your volunteering, and notification of any changes or developments within our organisation which will affect you.
- Appropriate training to enable you to do the required tasks.
- Information on the organisation's policies, disciplinary and grievance procedures, and guidance on how to make a complaint.
- Consideration for your health, safety and welfare.
- Confidentiality.
- Appropriate insurance cover.

What EBP expects from you

- An agreement to adhere to the policies, procedures and guidelines of our organisation.
- Support for the aims of EBP
- Reliability and punctuality in carrying out all the tasks you have agreed to do.
- Due warning of your unavailability, given as soon as possible.
- Honesty in all your dealings with the organisation and the community we aim to serve.
- Teamwork and co-operation with other volunteers and staff; courtesy and consideration towards them, our partner organisations and the community.
- Your attendance at training and support meetings, and a contribution to decision-making.
- Due warning when something is wrong, or if you have any problems, whilst volunteering.
- A responsible attitude to your own health and safety, and that of others.
- Confidentiality regarding your dealings