

WOMEN'S WORK VOLUNTEERING POLICY

Introduction

Women's Work seeks to involve Volunteers to:

- ensure our services meet the needs of our Service Users;
- provide new skills and perspectives;
- increase our contact with the local community we serve.

Principles

The following principals underpin this volunteering policy:

- Women's Work will ensure that Volunteers are properly integrated into the organisational structure and mechanisms are in place for them to contribute to Women's Work;
- Women's Work does not aim to introduce Volunteers to replace staff;
- Women's Work expects that staff at all levels will work positively with Volunteers and, where appropriate, will actively seek to involve them in their work;
- Women's work recognises that Volunteers require satisfying work and personal development and will seek to help Volunteers meet those needs, as well as providing the training for them to do their work effectively.

Practice Guidelines

The following guidelines deal with practical aspects of the involvement of the Volunteers.

Recruitment

All prospective Volunteers will be interviewed to find out what they would like to do, their skills, suitability and how their potential might be released.

Expenses

All Volunteers will have their travel and other expenses reimbursed.

Induction and Training

All Volunteers will receive an induction into Women's Work and their own area of work. Training will be provided as appropriate, where possible Volunteers will receive additional training on the same basis as paid staff.

Support

All Volunteers will report to the Volunteer Co-ordinator as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

The Volunteer's Voice

All Volunteers are encouraged to express their views about matters concerning Women's Work and its work.

Insurance

All Volunteers are covered by Women's Work insurance policy whilst they are on the premises, or engaged in any work on Women's Work behalf. If in your volunteering role you need to transport Service Users, then it is up to the individual to check they have adequate insurance to do this. Please note; if there are any additional costs to your car insurance, before updating your insurance, please speak to the Office Co-ordinator.