

# Youth Space Volunteering Policy

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## **INTRODUCTION**

This policy aims to demonstrate the principles for involving volunteers in Youth Space. This policy was ratified by the Youth Work Management Committee on 24<sup>th</sup> September 2009 and will be reviewed annually to ensure it reflects the work of the volunteers and Youth Space.

## **COMMITMENT**

Youth Space values the contribution made by volunteers, and is committed to working in ways which are encouraging, supportive and which develop volunteers.

## **DEFINITION**

Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills to benefit people in the community.

## **STATEMENT OF VALUES AND PRINCIPLES**

Youth Space

- recognises the important role played by volunteers both in the work of Youth Space and the important and valuable contribution made by volunteers to the fabric of the local community.
- Acknowledges the unique contribution made by volunteers to the life of communities, young people, paid staff and to the volunteers themselves.
- Attempts to use volunteers' skills, knowledge and experience in a way that will meet both the volunteer's and Youth Space's needs
- Recognises that volunteers complement the role of paid staff.

## **RESPONSIBILITIES**

Cardiff Methodist Circuit appoints Rev Susan McIvor as the Minister for Youth Work.

The Minister for Youth Work is responsible for the developing the work with volunteers within Youth Space.

The Minister for Youth Work will offer guidance and advice to help the volunteer carry out their tasks effectively. Volunteers will also receive support and supervision from the Minister for Youth Work.

## **RECRUITMENT AND SELECTION**

- Youth Space is committed to equal opportunities and believes that volunteering should be open to all, regardless of age, gender, ethnicity, ability and political beliefs. Individuals applying to become volunteers will be appointed in accordance with the Youth Space selection criteria and will be required to work in sympathy with the aims of the Methodist Church.
- Volunteering opportunities will be advertised widely in places that are accessible to all members of the community.
- Volunteers will be selected on their suitability for the volunteering task, matching their skills, talents and interests with the needs of Youth Space.
- Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary work with Youth Space, the Cardiff Methodist Circuit or referred to their nearest volunteer centre.
- All volunteers will be asked to provide two references, and will be required to undertake a criminal records bureau check as Youth Space involves working with young people. They will be invited to attend an informal interview.
- Volunteers will have a task description. These are prepared in conjunction with the Minister for Youth Work.

## **TRAINING AND DEVELOPMENT**

- All new volunteers will be welcomed to Youth Space and will be given an induction.
- Youth Space is responsible for ensuring that the volunteer is properly prepared for the work and that arrangements for support and training are in place.
- Volunteers, young people and staff will be consulted in order to develop additional volunteering opportunities.
- Training on “managing volunteers” will be made available to those who are responsible for the work of volunteers.

## **SUPPORT, SUPERVISION AND REWARDS**

- Volunteers will have access to regular support and supervision. This will enable both the volunteer and supervisor to identify, monitor and evaluate the work,

recognise achievements, and identify individual training needs. Volunteers will also be invited to attend team meetings where their views and opinions can be expressed.

- Volunteers will be reimbursed for all out-of-pocket expenses. The rate of reimbursement will be agreed by the management committee and reviewed annually.
- Events will be organised where the volunteers' contributions can be formally recognised.

## **SETTLING DIFFERENCE**

Youth Space aims to treat all volunteers fairly. Ian Thomas (Youth Worker) is responsible for dealing with problems as they arise. Susan McIvor is responsible for handling difficulties relating to the volunteer's conduct or complaints.

# **VOLUNTEERS' RIGHTS AND RESPONSIBILITIES**

## **Youth Space believes volunteers have a right to:**

- Know what is expected of them
- Have clearly specified lines of support and supervision
- Be shown appreciation
- Have a safe work environment
- Be insured
- Know what their rights and responsibilities are
- Be paid expenses
- Be trained
- Be free from discrimination
- Be provided with opportunities of personal development

## **Youth Space expects volunteers to:**

- Be reliable
- Be honest
- Respect confidentiality
- Undertake basic Safeguarding training
- Follow Safeguarding good practice (see Safeguarding policy)
- Make the most of training and support opportunities
- Carry out tasks in a way that reflects the aims of Youth Space and the Methodist Church

## **REVIEW**

This policy will be reviewed in September 2010.