



Hebden Bridge Arts Festival

Volunteers Policy

March 2022

1. INTRODUCTION

Volunteers are invaluable to Hebden Bridge Arts Festival ('the charity') as they enable us to do work that would not otherwise be possible, and often contribute specialist skills and knowledge. The charity welcomes the contribution made by volunteers and is committed to encouraging more volunteering where possible.

The relationship of a volunteer to the charity is one bound by trust, mutual understanding, and benefit; it is a 'gift' relationship, with time given freely and willingly, without expectation of financial reward by the volunteer. Neither we nor the volunteer regard the relationship as a contract of employment.

No enforceable obligation, contractual or otherwise, can be imposed on the volunteer to attend, give, or be set a minimum amount of time or carry out the tasks provided. Likewise, we cannot be compelled to provide regular work or benefit for any activity undertaken.

The relationship is based on the principle that volunteers add value to our work by performing a wide range of roles, and by contributing specialist skills and a flexible approach. Although volunteers offer time freely and willing and without binding obligation, there is a presumption of mutual support and reliability.

We share this policy with all new volunteers on induction, and a copy is on our charity's website for reference by all.

2. OUR COMMITMENT TO VOLUNTEERS

The charity will:

1. Offer equal opportunities to everyone who wants to volunteer.
2. Match skills and experiences with the right roles wherever possible, listening to the volunteers' motivations and aspirations.
3. Provide a clear volunteering role description, clarifying roles and responsibilities and the standards required.
4. Offer appropriate training and support for the volunteering roles.
5. Celebrate success and recognise contributions.
6. Respect all volunteers and listen to what they have to say.
7. Provide information about the charity's research work, policies and procedures to volunteers, on induction and on request. Certain policies will be displayed on our website.
8. Reimburse agreed out-of-pocket expenses in line with the charity's policy and guidance on volunteers' expenses.
9. Make necessary arrangements to ensure the health, safety and welfare of volunteers.
10. Encourage a positive atmosphere to enable volunteers to have the best experience possible.
11. Listen to and act on any concerns if expectations aren't met.
12. Treat volunteers as equal members of the team, delivering the work of the charity.

3. OUR EXPECTATIONS OF VOLUNTEERS

The charity asks volunteers to:

1. Commit to our aims and values and be a positive advocate for the charity.
2. Aim for high standards of efficiency, reliability and quality in volunteering; giving the best of your skills and abilities.
3. Treat everyone you encounter through your role with dignity and respect, understanding that no form of harassment, bullying or discrimination will be tolerated.
4. Work in partnership with other volunteers, the charity's staff, freelancers and trustees and members of public / users of our provided services.
5. Support and act in accordance with our organisational policies, guidelines, procedures and management decisions - including all aspects of equal opportunities, health and safety, finance, data protection, safeguarding and use of our brand - and to ask if something isn't clear.
6. Ensure that any funds raised for the charity are held in trust for the charity, and follow our accounting procedures.
7. Respect and maintain confidentiality.
8. Always consider and protect the charity's reputation in your actions and conduct, acting responsibly and within the law.
9. Be accountable for your behaviour and actions and be open to receiving feedback.
10. Let your charity contact know first if you have any problems so that we can find a solution together.
11. Let your charity contact know if there are changes in your personal circumstances that may affect your volunteering.
12. To attend when agreed, or to provide notice (preferably of 48 hours) when you cannot attend so that alternative arrangements can be made.