



# Cardiff Transition Volunteer Policy

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## Introduction

This policy is an overview of how Cardiff Transition works with volunteers. The people who need to know about this policy and what it says are:

- Volunteers
- Cardiff Transition employees or project workers which includes freelance and sessional workers
- Cardiff Transition Core Group.

## What is a Volunteer?

Volunteers are people who give their time freely, by choice, and without payment, to benefit the community. Volunteers may do a variety of things, and Cardiff Transition is able to offer a range of roles.

## What Cardiff Transition believes about Volunteering:

The Cardiff Transition organisation aim is to help people give to their community, and connect with each other through purposeful activity.

## Our volunteers:

- We believe that using volunteers is part of being a community organisation
- We think that volunteering is good for volunteers, good for the organisation, good for society, and good for our planet.
- We are committed to having a strong and diverse team of volunteers.

## Our values:

- We value what volunteers can do for our community.
- We will treat volunteers with dignity and respect.
- We will offer a variety of opportunities to people with different skills and abilities.
- We will support volunteers to grow and develop.



### **Volunteers and Staff:**

- Volunteers are not a substitute for paid staff.
- Cardiff Transition will ensure that any paid staff are clear about the role of volunteers.
- We will encourage good working relationships between any paid staff and volunteers.
- Cardiff Transition and volunteers will have a relationship based on mutual trust and reliability. This is discussed when volunteering starts, and is regularly reviewed.

### **Volunteer Roles:**

- Volunteers give their time and skills freely. They cannot be enforced to do anything which they do not choose to do.
- Cardiff Transition is not obliged to make any particular opportunities available to someone, or to continue to offer an opportunity.
- Cardiff Transition is not obliged to offer regular work, payment or other benefits.

### **What Volunteers can do in Cardiff Transition:**

- Periodically we may offer volunteer opportunities, examples are outdoor group work, events volunteering, digital media work, administration, marketing and promotion of activities. How Cardiff Transition looks after volunteers.
- Volunteers are recruited and supported according to the needs of the organisation, and in line with the WCVA Volunteering Code of Practice & Volunteer Charter.
- We have a range of policies and procedures which apply to volunteers, employees and members of the Core Group. They are there to make sure that things are done well, are done legally and safely, and to make sure everyone understands what they are responsible for. They are available to volunteers.
- Cardiff Transition volunteers are responsible to a named person, who will oversee and support their volunteering, and ensure they have necessary training.
- Cardiff Transition is a small organisation with limited funds. We will pay volunteer expenses if the budget of a specific project allows. These will be agreed before the volunteering starts. Rates and amounts will be those set out by the management committee.
- Where possible Cardiff Transition will provide appropriate equipment and kit for the tasks being carried out.

### **What Volunteers can do for Cardiff Transition:**

- We expect volunteers to be ambassadors for Cardiff Transition. You are expected to be professional in the way that you carry out your role.
- We will show you what is expected of you, and support you to achieve that.



### **Cardiff Transition and Diversity:**

- We welcome people from all walks of life, and from a range of backgrounds.
- Our commitment is detailed in our Equality and Diversity Policy.
- We see volunteering as a way of broadening the appeal of the organisation, and welcome any contributions from volunteers in this area.

### **When things don't work out for a volunteer:**

- Volunteers are free to stop volunteering. We ask that you give us as much notice as possible if you are going to stop, so that we can plan our work.
- If you are not happy about something to do with volunteering, please speak to your named person. If you are still not happy, you can speak to another member of the Core Group.
- If Cardiff Transition are not happy with how you are carrying out your role, we will speak to you informally. If we feel that this is not the right volunteering placement for you, we may ask you to leave. We would usually try to support you towards other support or volunteering which may suit you better.

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