# http://www.friendsofqueensparkglasgow.org.uk/wp-content/uploads/2014/03/logo.png

# Purpose

This document sets out how Friends of Queen’s Park will recruit, support and work with volunteers as an essential part of its development and work towards achieving its aims and objectives

# Policy

# Volunteers play one of the key roles in delivering Friends of Queen’s Park strategic and operational plans. Volunteers are highly valued and supported in helping the organisation to realise its full potential.

# Procedure

**1 Philosophy of Working with Volunteers**

1.1 Volunteers are encouraged to share their ideas and feedback their experiences of participating in Friends of Queen’s Park activities

1.2 Appropriate insurance cover shall be provided for Volunteers

1.3 Volunteers will be entitled to claim out-of-pocket expenses.

**2. Roles and Responsibilities of Volunteers**

2.1 Volunteers will agree to work within their agreed task list

2.2 Volunteers must be reliable in carrying out their agreed role.

2.3 Volunteers will be supportive to each other and to others involved in Friends of Queen’s Park activities

2.4 Volunteers will respect confidentiality where necessary

2.5 Volunteers are responsible for informing appropriate Management Member in advance when they are unable to keep an agreed commitment.

2.6 As part of their role, volunteers should attend relevant training sessions

**3. Recruitment**

3.1 Friends of Queen’s Park will aim to recruit volunteers from all sections of the community in accordance with its Equal Opportunity Policy.

Recruitment will be carried out through a number of channels including: word of mouth, promotional material, inputs at local organisations meetings and events, Facebook, Twitter, Website, local radio and local networking

3.2 Volunteers will be aged 16 years or above.

3.3 Volunteers will complete and sign a Volunteer Agreement form

3.4 Volunteers undertaking certain roles e.g. working with children or vulnerable adults will be subject to a Disclosure Scotland check.

3.5 Volunteers will be provided with a task list or job description that clearly states their role and responsibilities.

3.6 Volunteers will be supported by a nominated Management Member with responsibility for the area of work/activity they are engaged in.

3.7 Volunteers will be made aware of all relevant Friend of Queen’s Park policies (e.g. Child Protection Policy) and are required to abide by them.

3.8 Management Members are likely to volunteer in some activities that volunteers have involvement. As such they will be subject to the same criteria as the volunteers. They will adhere to all relevant policies such as Equal Opportunities and Child Protection.

**Section 4. Equalities**

4.1 Friends of Queen’s Park aims to give equal opportunities to all and to avoid discrimination on the grounds of age, disability, gender reassignment, race, religion and belief, sex, sexual orientation, in line with the scope of the protected characteristics of the Equality Act 2010 and the Scottish Government’s Equality Evidence Strategy 2014.

4.2 Volunteers should be encouraged to work as a team, supporting individual strengths in contributing to the wider group.

4.3 Volunteers should aim and be encouraged to work in a positive manner, respecting individuals from different backgrounds and with different ideas.

**5. Training**

5.1 Where appropriate, volunteers shall receive training to enable them to achieve a quality contribution. This training may be provided by management members or others with relevant expertise and/or experience

5.2 Where necessary, i.e. for specific new projects, a series of training events may be organised for volunteers by Management Members and others with relevant expertise and/or experience

**6. Additional Information**

6.1 Volunteers may not represent Friends of Queen’s Park to other organisations, media or general public without the prior consent of the management committee

6.2 Volunteer expenses will be paid in accordance with financial procedure of production of receipts for out-of-pocket expenses

This policy will be reviewed annually. A copy of this document will be made available to anyone on request.