

# Volunteer Policy

## About Us

Repair & Share Foyle is on a mission to reduce waste, one fix and one share at a time. Our mission is to foster a circular economy at a local level by engaging the community through the sharing of time and skills. Since our inception, we have empowered individuals to reduce waste and develop new skills, cultivating a culture of sharing and resourcefulness. Our initiatives provide a welcoming space where people can come together to repair household items, share knowledge, and support each other to problem solve. Volunteers are essential to our organisation, enabling us to broaden our reach and impact within the DCSDC area. The coordination of our volunteers is overseen by the volunteer coordinator.

## Purpose

The volunteer policy at Repair & Share Foyle reflects our deep appreciation for the contributions of our volunteers. It provides a clear framework for how volunteers are welcomed, inducted, and supported within our organisation. The ongoing development of the Volunteer Pack further enhances this policy, offering a practical guide that ensures consistent and transparent Volunteer Management practices.

## Our Vision and Mission for Volunteering

At Repair & Share Foyle, we are dedicated to growing and enriching our volunteering program by actively engaging and collaborating with local people. Our mission is to foster inclusive participation, strengthen community ties, and promote sustainability.

## Our Values: We are Welcoming, Respectful, Inclusive, Mindful, and Supportive.

We recognise that volunteering is an excellent way to share enthusiasm, skills, and ideas while connecting with like-minded individuals. Our approach to involving volunteers is flexible, informal, and supportive. By volunteering with Repair & Share Foyle, you will be making a positive contribution to the community.

## Attracting Volunteers

At Repair & Share Foyle, we engage volunteers in a variety of roles tailored to different interests and skill sets, including:

- Meet and Greet
- Repair Skills
- Workshop Facilitation
- Social Media



- Community Outreach
- Event Coordination
- Admin and Copywriting
- Research

We strive to make the volunteer registration process straightforward and efficient, providing a clear and concise form that includes options for preferred communication methods. We are mindful of each individual's time and commitments, ensuring a flexible and respectful volunteering experience.

### **Induction and Training**

We value the contributions of our volunteers and are committed to providing a thorough induction and training process to ensure they are well-prepared for their roles. We strive to create a welcoming and supportive environment, offering ongoing training opportunities to help volunteers continue to grow. Each volunteer will receive a Volunteer Pack, and their roles and responsibilities will be regularly reviewed to ensure alignment and support.

### **Support**

Support and supervision arrangements are detailed in the Volunteer Pack. Every volunteer will receive scheduled supervision as part of their role, ensuring a smooth transition into their duties. There will also be opportunities to reflect on and share feedback about your volunteering experience.

### **Recognition and Reward**

Repair & Share Foyle understands the importance of recognising and rewarding its volunteers. We acknowledge their contributions through various means, including volunteer appreciation events, workshops, participation in external events, and opportunities to connect with community leaders and influencers.

### **Insurance, Health, and Safety**

Repair & Share Foyle is dedicated to providing a safe and healthy environment, striving to prevent work-related injuries and health issues to the best of our ability. Both volunteers and paid staff are protected under our Public Liability and Employers Liability Insurance. During the induction process, volunteers will receive access to key safeguarding policies, including the Volunteer Policy and the Health, Safety, and Wellbeing Policy.



## **Resolving Problems**

We strive to ensure that all volunteers have a positive and rewarding experience at Repair & Share Foyle. During the induction process, volunteers will be informed about how to raise any concerns or complaints and will be briefed on the grievance procedure.

## **Confidentiality**

All volunteers are expected to adhere to the confidentiality guidelines introduced during the induction process. To ensure privacy and security, please avoid contacting fellow volunteers outside of official Repair & Share Foyle communication channels unless both parties have mutually agreed to do so. Additionally, please do not share the contact details of fellow volunteers without their consent.

## **Representing Repair & Share Foyle**

Volunteers are a crucial part of Repair & Share Foyle, and we deeply value their enthusiasm and commitment. However, to ensure that our organisation is represented accurately and consistently, it is important to adhere to the following:

- Volunteers must not organise events, activities, or any other initiatives in the name of Repair & Share Foyle without prior written consent from the organisation.
- Volunteers are not authorised to speak on behalf of Repair & Share Foyle or represent the organisation in any formal capacity, including communicating with local businesses, media, social media or other external parties, without explicit authorisation.
- Any proposals or ideas for events or external communications should be directed to the volunteer coordinator for review and approval before proceeding.

This policy ensures that all activities and representations align with our organisation's mission and values, maintaining our credibility and effectiveness in the community.

## **Equality, Diversity, and Inclusion**

At Repair & Share Foyle, we are dedicated to embracing diversity and promoting equality and inclusion. We expect all volunteers to actively support and uphold our commitment to fostering an inclusive environment. When representing Repair & Share Foyle, your actions and attitudes should reflect our values of equality and respect for all individuals.



## **Volunteer Expenses**

We strive to make volunteering as convenient as possible. For travel beyond the usual expectations, we aim to cover travel expenses. Any expenses must be pre-approved by the volunteer coordinator prior to traveling.

We encourage the use of public transportation where possible. For those traveling by car, motorcycle, or bicycle, the reimbursement rates are as follows:

- Car: 45p per mile
- Motorcycle: 24p per mile
- Bicycle: 20p per mile

A copy of the volunteer expense form will be provided in your welcome pack.

## **Volunteering While on Benefits**

You can volunteer while receiving benefits, provided you continue to meet all the necessary conditions for your benefits and inform the relevant Benefits Office about your volunteering activities. For more information, please visit: <https://rb.gy/121hng>