

# **Sudbury Town Neighbourhood Forum Volunteer Policy**

## **Introduction and Scope**

Sudbury Town Neighbourhood Forum recognises the significant and valuable role that volunteers play in supporting us to achieve our aims. This policy reflects our commitment to ensuring that volunteering with us is a constructive and rewarding experience and that all volunteers are treated in an equal, fair and just manner. Unless specifically stated otherwise, the policy applies to all volunteers in all projects and tasks undertaken by or on behalf of the Neighbourhood Forum.

## **Definition of the Relationship**

Volunteers are individuals or groups who freely offer their time, energy and skills without financial remuneration to benefit the community.

There is no contract of employment between Sudbury Town Neighbourhood Forum and its volunteers and volunteers are not considered employees of Sudbury Town Neighbourhood Forum.

## **Purpose of this policy**

Sudbury Town Neighbourhood Forum is committed to involving a diverse range of people in our work because we believe that:

- their diversity of age, skills, life experience and cultural background will be invaluable in supporting the Forum to build community networks
- volunteers will have the opportunity to use their skills, knowledge and experience to bring a different perspective to projects and Forum-led activities.

## **Our commitment to volunteers**

In involving volunteers, we will be guided by the following principles of good practice:

- Volunteers will be given a clear idea of the tasks they are being asked to perform and of the responsibility that goes with those tasks
- Volunteers will be provided with details in relation to time, commitment, necessary skills, experience required for any tasks they volunteer for

- Volunteers will be provided where possible with the appropriate equipment/tools/materials to enable them to carry out their tasks
- Volunteer opportunities will be promoted in a manner that ensures there is wide accessibility to information on Forum projects and tasks
- All volunteers will be offered access to support and will be informed of who to contact in an emergency
- We will highlight and acknowledge the value of the contribution made by volunteers.

We aim to ensure that volunteers enjoy their involvement with the Sudbury Town Neighbourhood Forum and gain from it in terms of their own personal objectives.