
VOLUNTEER MANAGEMENT POLICY

1. Who is covered by this policy?

Volunteers, and staff working with them.

2. What is covered in this policy?

This policy outlines how The Oxford Centre for Religion & Public Life (OCRPL) will appoint and support its volunteers.

3. Purpose

The purpose of this policy is to ensure that The Oxford Centre for Religion & Public Life (OCRPL) gives its volunteers the best support possible during their time at OCRPL.

The policy Attracting volunteers Working with colleagues, the Senior Administrator will manage a network of volunteers. Under ordinary circumstances, prospective volunteers who approach OCRPL with enquiries via phone or email should be asked to email hr@ocrpl.org a copy of their CV and a covering letter explaining their interest in volunteering for OCRPL. HR will ask all prospective volunteers to attend an informal electronic or in-person meeting to discuss how they can help OCRPL and how the charity can help them.

If, after the discussion, OCRPL and the volunteer decide to go ahead with a volunteering opportunity, the Senior Administrator will write to the prospective volunteer to confirm this and set out the expectations of both parties.

4. Induction and training

HR or a nominated staff member will usually prepare and deliver the induction, which should cover:

- a. information about OCRPL, including where to access all policies and procedures, its vision and mission and its future plans;
- b. the role of the volunteer;
- c. essential procedures, such as timekeeping, rota and confirmation of legally acceptable hours worked if the volunteer claims benefits;
- d. information about training and ongoing learning opportunities;
- e. information about volunteering from home and what support is available.

OCRPL will have a trial period of four weeks to give OCRPL and the volunteer time to discover if they are suited to each other. It will have a review midway through the trial period and also at the end. This review is not an assessment. It is to ensure that both OCRPL and the volunteer benefit from the volunteering experience.

5. Support

HR or nominated staff member will offer ongoing support and will remain the volunteer's key contact throughout their volunteering with OCRPL.

6. Expenses

Volunteers will receive, if they work more than four and a half hours in a day, their travel expenses up to a maximum of £100 per day. In order to claim expenses, volunteers should submit a valid receipt to the Senior Administrator, who will arrange for reimbursement.

7. Insurance

OCRPL's insurance policy ensures that volunteers are covered by public liability insurance, which can be accessed from HR. Volunteers are advised to read this, as it covers the volunteering activities they will be undertaking.

8. Resolving problems

OCRPL hopes that its volunteers will have an enjoyable experience volunteering with it. However, if their role as a volunteer does not meet their expectations or OCRPL has not met the commitments anticipated, OCRPL wants volunteers to feel comfortable about letting it know. Likewise, if the volunteer is not meeting OCRPL's expectations, it should raise this with the individual.

If there is a concern, volunteers should, first of all, speak to the nominated staff member or HR in order to sort things out before they become a problem. If they do not feel this will resolve things, they should speak to a senior manager.

9. Confidentiality

OCRPL expects all volunteers to adhere to confidentiality guidelines which will be explained to them before they begin volunteering with OCRPL. This also includes the use of social media and contact with any press.

10. Equality, equity, diversity and inclusion

OCRPL is committed to embracing diversity and promoting equality, equity and inclusion. When representing OCRPL, it will expect volunteers to support the charity's commitment to maintaining and promoting equality.