



Hebden Bridge Arts

Volunteers Policy

February 2024

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Introduction

Hebden Bridge Arts (HBA) is one of Yorkshire's longest running arts organisations. We are a not-for-profit organisation and a charity, incorporated as a company limited by guarantee.

Hebden Bridge Arts aims to ignite the creativity in everyone. We work with communities and inspiring artists to create exciting art informed by the environment and the climate emergency.

We bring together brilliant artists of all disciplines with grassroots organisations that work with under-served, under-represented communities and the public.

Volunteers are invaluable to Hebden Bridge Arts ('the charity') as they enable us to do work that would not otherwise be possible, and often contribute specialist skills and knowledge. The charity welcomes the contribution made by volunteers and is committed to encouraging more volunteering where possible.

We welcome volunteer applications from all persons regardless of their race, gender, disability, religion/belief, sexual orientation – however you must be over 16 years of age.

We share this policy with all new volunteers on induction, and a copy is on our charity's website for reference by all.

Volunteering

Volunteering has a positive effect on you! It makes you feel good. By giving your time, and doing something that's of benefit to others, you can build your confidence, learn new skills and make the most of the skills you already have. It's also great for adding to your CV to help you further your learning or get a job.

By getting involved you could:

- Be part of an enthusiastic team
- Make new friends
- Have opportunities to meet professional artists and environmental experts
- Improve your team-working skills
- Help organise and deliver a fast-paced festival or event
- Enjoy new experiences and / or learn something new

What's involved:

It could be all or any of the following list:

- Providing a warm, friendly welcome to event attendees and workshop participants
- Working with Volunteer Coordinator Lisa Graham and the wider HBA team
- Setting up or taking down a venue space

- Setting up or packing up a workshop venue
- Being flexible, adaptable and providing assistance when required
- Being clear at communicating any challenges or issues you face
- Thinking about the requirements of all visitors & assisting with access requirements
- Helping to make sure that things run as smoothly and safely as possible
- Being aware of any security risks and raising any concerns with a member of staff
- Undertaking relevant training prior to the event

Location of volunteering roles

All volunteering will take place in Calderdale with a focus on events and workshops happening in and around the Upper Calder Valley, centering around Hebden Bridge.

Volunteers' rights

You do not have a contract of employment as a volunteer, so you do not have the same rights as an employee or worker.

You will be given a Volunteer Agreement that explains:

- the level of supervision and support you'll get
- what training you'll get
- whether you're covered under the organisation's employer or public liability insurance
- health and safety issues
- any expenses the organisation will cover

The Volunteer Agreement sets out what you can expect from Hebden Bridge Arts, but it does not form a contract between you and the organisation.

We will help you get to know Hebden Bridge Arts, including how you can help and how your contribution will fit with the rest of the team, through induction, training, and ongoing support.

Pay and Expenses

Hebden Bridge Arts recognises that volunteers make a valuable contribution and that, for some people, the cost of travelling to and from volunteering shifts with us would be or could become (due to a change in circumstances) prohibitive to them volunteering their time for free in the service of the charity.

Hebden Bridge Arts will reimburse volunteers for reasonable travel expenses between your home and any volunteering or training venues, of up to a daily stated maximum.

In exceptional circumstances and with prior permission from a member of management, certain other out of pocket expenses will be reimbursed. These should be agreed in advance of purchase with the Volunteer Coordinator.

Volunteers seeking reimbursement of travel costs should complete the Volunteer Expenses Form following their shift. Send by email, along with photo evidence of the public transport

ticket or car parking ticket, to the Volunteer Coordinator at hbavolunteers@gmail.com. Alternatively, hand in or post to Volunteer Coordinator, Hebden Bridge Arts, The Town Hall, St George's Street, Hebden Bridge, HX7 7BY.

Volunteers will be reimbursed by bank transfer. If you do not have a bank account, please inform the Volunteer Coordinator in advance who will arrange for cash payment.

If expenses are required upfront, before a shift, please agree with the Volunteer Coordinator in advance.

Volunteers not wishing to be reimbursed for travel from home to Hebden Bridge Arts and back again do not need to do anything.

Additional Information

Upon receipt of a Volunteer Registration Form, arrangements will be made for you to attend an informal meeting with the Volunteer Coordinator, to ask any questions.

Applicants may be subject to a DBS (Disclosure and Barring Service) check, depending on the nature of the volunteering they will be undertaking.

Hebden Bridge Arts advertises volunteer roles on the website as and when available. Registration forms can be downloaded and returned to the above email address, or posted to Hebden Bridge Arts, The Town Hall, St George's Street, Hebden Bridge, HX7 7BY.

Initial point of contact

Volunteer Coordinator – Lisa Graham. Usual day of work: Thursday.
Email: hbavolunteers@gmail.com.

Our Commitment to Volunteers

The charity will:

1. Offer equal opportunities to everyone who wants to volunteer.
2. Match skills and experiences with the right roles wherever possible, listening to the volunteers' motivations and aspirations.
3. Provide a clear volunteering role description, clarifying roles and responsibilities and the standards required.
4. Offer appropriate training and support for the volunteering roles.
5. Celebrate success and recognise contributions.
6. Respect all volunteers and listen to what they have to say.
7. Provide information about the charity's work, policies and procedures to volunteers, on induction and on request. Certain policies will be displayed on our website.
8. Reimburse agreed out-of-pocket expenses in line with the charity's policy and guidance on volunteers' expenses.
9. Make necessary arrangements to ensure the health, safety and welfare of volunteers.
10. Encourage a positive atmosphere to enable volunteers to have the best experience possible.

11. Listen to and act on any concerns if expectations aren't met.
12. Treat volunteers as equal members of the team, delivering the work of the charity.

Our Expectations of Volunteers

The charity asks volunteers to:

1. Commit to our aims and values and be a positive advocate for the charity.
2. Aim for high standards of efficiency, reliability and quality in volunteering; giving the best of your skills and abilities.
3. Treat everyone you encounter through your role with dignity and respect, understanding that no form of harassment, bullying or discrimination will be tolerated.
4. Work in partnership with other volunteers, the charity's staff, freelancers and trustees and members of public / users of our provided services.
5. Support and act in accordance with our organisational policies, guidelines, procedures and management decisions - including all aspects of equal opportunities, health and safety, finance, data protection, safeguarding and use of our brand - and to ask if something isn't clear.
6. Ensure that any funds raised for the charity are held in trust for the charity, and follow our accounting procedures.
7. Respect and maintain confidentiality.
8. Always consider and protect the charity's reputation in your actions and conduct, acting responsibly and within the law.
9. Be accountable for your behaviour and actions and be open to receiving feedback.
10. Let the charity contact know first if you have any problems so that we can find a solution together.
11. Let the charity contact know if there are changes in your personal circumstances that may affect your volunteering.
12. Attend when agreed, or to provide notice (preferably of 48 hours) when you cannot attend so that alternative arrangements can be made.