



Volunteer Policy of The Vine Trust

Volunteering with The Vine Trust

About us

1. The Vine Trust is a registered charity set up in 1984 for the propagation of the Christian Gospel by the sale and distribution of Bibles, Christian literature and other Christian resources. The Vine Trust recognizes Christian literature to be one of the most effective means for the evangelisation of Hampshire and the edification of the local church and seeks to help meet the local need for Christian literature true to the Word of God and the fundamentals of the Christian faith.
2. We run a small Christian bookshop in The Bridge Community Building, Bridge Street Andover. We are run by a board of four Trustees, a voluntary manager and approximately 20 volunteers.

Purpose of our volunteer policy

3. Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at The Vine Trust. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

4. Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for The Vine Trust you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

5. We have a range of opportunities for volunteers to get involved in. You can come along in person and inquire about becoming a volunteer and all you need to do then is to complete our very short Volunteer Application Form.

6. Once we receive a copy of your completed application form, our Manager will take up references and will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

Induction and training

7. It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.
8. There will be an induction prepared and delivered by one of our staff. This will include:
 - i. Some information about The Vine Trust, our vision, mission and our future plans;
 - ii. the role of the volunteer;
 - iii. introduction to some volunteers;
 - iv. tour around our facilities and see some of our initiatives;
 - v. copy of all the relevant policies including this volunteer policy.
 - vi. essential procedures such as timekeeping, rota;
 - vii. information about training and ongoing learning opportunities
9. During the training period the volunteers will complete:
 - i. Health and Safety Checklist
 - ii. Information Security Document
 - iii. General Data Protection Regulation (GDPR) permissions form
10. There will be a trial period of four weeks to give The Vine Trust and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

Support

11. Our Manager will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that The Vine Trust are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition and reward

12. We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

13. We will hold social events each year to celebrate our achievements. During these events you will get an opportunity to meet other volunteers and supporters of our work and share in our plans for the future.

Insurance, health and safety, accidents and risk assessment

14. The Vine Trust has a valid insurance policy so that volunteers are covered by public liability insurance. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies.

Resolving problems

15. We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the Manager and she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to one of the trustees.

Confidentiality

16. We require all volunteers to adhere to confidentiality guidelines and fully adherence to the Trusts Data Protection policy which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

17. The Vine Trust is committed to embracing diversity and promoting equality and inclusion. When representing The Vine Trust as a volunteer we expect you to support our commitment to promoting equality.

Volunteering whilst on benefit

18. You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. Information is available from Job Centre Plus which we can talk through with you regarding the hours you can do.

This is the Volunteer Policy and Procedures of The Vine Trust

It will be reviewed every 24 months

Date of next review_____

Signed_____

Position _____

Signed _____

Position _____