



The Old Lodge, Uffculme, 50 Queensbridge Road, Moseley, Birmingham, B13 8QY.
Tel: 0121 449 7117 Email: info@womenandtheatre.co.uk

Volunteer Management Policy

General Statement of Policy

- Women & Theatre values the contribution that Volunteers can make to its work and regularly recruits Volunteers to support different projects.
- This policy is intended to ensure that Volunteers working for Women & Theatre have work that is safe, significant, fulfilling, and appreciated.
- This policy also helps ensure that paid staff, senior management and trustees fully understand why Volunteers are involved, and what role they have within the organisation.
- W&T makes every effort to avoid job substitution and does not use Volunteers in a role that would be normally provided by an employee or freelance worker.

Responsibility

- The Board take ultimate responsibility for the setting and review of this Policy.
- The General Manager is responsible for its implementation in recruitment and in the day to day running of the Company.

Voluntary Opportunities at Women & Theatre

- Our Volunteer roles typically involve working alongside a creative team and W&T Project Manager to support a participatory theatre project, attending delivery sessions and doing some office-based work. Due to Covid-19 staff are working from home at least some of the time. In some cases, Volunteers will be required to carry out their duties from home (usually for Zoom calls). Volunteers should refer to the Working from Home policy as applicable.
- We seek Volunteers that are committed, hardworking, flexible, organised and good at working in a team. We may also request specific knowledge such as an understanding of/experience with our target groups, or specific skills such as confidence with audio visual equipment. We sometimes require people with links to a particular geographical area if the project in question is rooted in that area, and their knowledge of it would add particular value.
- We recruit project-specific volunteers and commitment varies between 4 and 12 hours a week for a time limited project period.
- Additionally, in partnership with University partners, W&T may host work experience placements for students, which forms part of their course. The work they undertake, and nature of the relationship is much like that of a volunteer, although responsibility for the volunteer/ student is shared with the relevant university. Placement commitment hours can be up to 24 hours a week for up to 1 term.

Recruitment of volunteers

- Women & Theatre recruits volunteers on a project basis.
- For each opportunity, W&T produces a Role Description outlining the nature of work involved, skills required and hours involved.

- Vacancies are advertised in the most appropriate media to attract a wide range of people, including via artsjobs, Birmingham Voluntary Services Council, universities and FE colleges, social media and via our community networks.
- To apply for positions, prospective volunteers send a letter or email outlining why they are interested and any relevant experience. They also need to confirm availability for any scheduled session times.
- Recruitment processes are in line with W&T's Equal Opportunities Policy.

Supervision

All Volunteers shall receive appropriate supervision in the exercise of their functions. Volunteers are normally managed by W&T Project Manager or Artist Practitioner. Where a project is led by a Freelance Worker, they may manage volunteers, with 'supervision of volunteers' detailed in their contract.

Induction & Training

All Volunteers shall be offered appropriate information and training to carry out their role. This is usually covered within an induction carried out by W&T Project Manager, W&T Artist Practitioner or a Freelance Lead Artist. This will involve a briefing about the nature of the target group they will be working with and a discussion of relevant W&T Policies:

- Equal Opportunities
- Health & Safety
- Safeguarding
- Data Management and Media Use
- Anti-Bullying & Harassment
- Working from Home

On occasions Volunteers may also be offered external training such as Safeguarding, First Aid or Health & Safety. All volunteers sign a Volunteer Agreement, which sets out W&T's commitment to the volunteer as well as our expectations of their contribution to the project.

Expenses

All Volunteers shall be reimbursed for personal expenses or paid a daily allowance to cover expenses.

Complaints procedures for volunteers

If a Volunteer wants to make a formal complaint about any grievances relating to their work, they may seek redress in the following manner:

Step One The individual must set out the grievance in writing and send the statement or a copy of it to a senior manager (General Manager or Artistic Director), and the matter will be discussed in a meeting between the senior manager and the employee within 14 days of the grievance being submitted.

Step Two The manager must set out their response in writing and send the statement or a copy of it to the Volunteer within 7 days of the meeting in Step One. If the grievance is not thereby resolved, or if the Volunteer considers it may not have been dealt with, he/she may contact W&T's Chair of the Board (via the email address detailed below) and arrange a meeting within three weeks of the initial meeting in Step One.

Women & Theatre Chair, Artistic Director & General Manager can be contacted care of:

Women & Theatre, The Old Lodge, Uffculme, 50 Queensbridge Road, Birmingham, B13 8QY
0121 449 7117; info@womenandtheatre.co.uk

Up-to-date, direct contact details for Board Members will be made available on request.

This policy was approved by W&T's Board of Directors on 17 August 2021.