

Volunteer Policy



Approved by the Board on 6th March 2017

About Us

Pagan Aid is a Charitable Incorporated Organisation (CIO) registered as a charity by the Charity Commission of England & Wales, registered charity number 1158075.

Pagan Aid is run and funded by Pagans and those sharing our concerns who want to support efforts to protect the environment and lift people out of extreme poverty.

Pagan Aid is run entirely by volunteers, so that monies donated go directly to the causes being supported. Our aim is to keep all administrative costs to the absolute minimum.

Pagan Aid receives money from Pagans and others who share our concerns relating to The Earth and World Poverty, who are invited to give regular donations or become involved in the organization of fundraising activities. That money is then given as grants to other trusted organizations to fund projects that help poor and marginalised communities to protect and develop their own livelihoods and the environment about them – projects that put equal value on ending poverty and protecting Mother Earth.

Purpose of our volunteer policy

Our volunteer policy has been created to emphasize our desire to encourage our supporters to be actively involved in running the charity and raising funds.

It allows us to ensure that all volunteers will be treated in a fair and consistent way and will help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

We feel that volunteers and supporters of the causes for which we stand can bring the talents, skills and enthusiasm to the organization. It is the case that many, if not all Pagans, can be identified by the care and concern for our Mother Earth and that the path itself inspires activism in some form. Moreover there are many who may not identify as Pagan also hold close to them a desire to take some personal stand against poverty, inequality and environmental challenges. Pagan Aid seeks to bring that passion for the Planet and your desire to take affirmative action into a coordinated and sustainable approach.

As a charity run entirely by volunteers, we believe in the power of collective action. We wish to grow through having a large network of active volunteers who collaborate in a variety of ways whilst sharing our vision. We seek to encourage and enable all of our supporters who wish to volunteer their time and skills to help us in achieving our mission.

By volunteering for Pagan Aid you will be making a positive contribution to bringing about environmental and economic change.

The Volunteer Structure

Whilst the organization tries not to be hierarchical in any way, there does need to be a framework within which volunteers work and, as we are a registered charity there we do have legal requirements.

The current structure of Pagan Aid can be summarized as follows. The diagram has been designed in such a way as to focus on the notion that Trustees and Volunteers are giving service to the Planet and the people on it.



It will be noticed that there are some obvious gaps and these are those which you can fill if you so choose.

Since it is the Trustees who have the legal obligations of the Charity, it is they who will be actively involved in overseeing press and media releases; managing strategy and dealing with volunteer concerns.

If you are interested in volunteering then, alongside the contact points already listed, you can email, Alan, our volunteer coordinator at volcoord@paganaid.org

How you can help by supporting and volunteering

We are developing a range of opportunities for supporters and volunteers.

Become a Supporter

The first and most obvious way is to invite you to become a regular contributor to Pagan Aid funds by making a regular donation to our work.

You can donate here: www.paganaid.org

Be informed about Pagan Aid

Signing-up for the Pagan Aid mailing list you will keep you informed of our activities and you will have information you can share with others in your own personal and social networks.

You can sign-up up to our mailing list here: www.paganaid.org

You can join our Facebook page here: www.facebook.com/paganaid

Volunteering

We are looking to establish a network of active volunteers who are willing to work with others in a regional structure.

The volunteers in these networks will be invited to take an active role in campaigning, fund-raising and taking on administrative tasks.

It is important that there is a coordinated approach to campaigning and fund-raising so that our message, aims and goals can be presented in a clear, focused way.

Volunteer Role Description Outlines

Volunteer – at the forefront of our work

Sharing the vision and aims of Pagan Aid within their own social and personal networks.

Willing to share media information prepared by the Trustees and that which exists on our website.

To be actively involved in coordinated fund-raising activities

These roles could evolve to include outreach work – both in terms of face to face and digital (social media) and organizational development.

You may wish to be involved in organizing **events**, being a **Social Media Maven** and developing our social media presence in liaison with the Communications Manager or representing Pagan Aid at a **local** level through local gatherings, moots, covens, camps, groves and similar.

Regional CoOrdinator

Willing to coordinate the activities (promotional and fundraising) within their home region.

Able to support the work of volunteers and liaise with other Regional Coordinators and Volunteer Coordinator so as to create focused and balanced campaigns.

Officers of The Charity to include

Chair & Vice Chair - To oversee the work of the Board of Officers

Treasurer - To oversee financial management of the organisation

Secretary - To oversee completion and collation of required official documentation as well as more regular communications.

IT Officer - To manage website and IT development

Communications Coordinator - To enable and manage communications across the organization specifically in terms of social media and press.

Volunteer Coordinator - To support Volunteers and Regional Coordinators in their work, and report directly to Trustees on the scope and scale of volunteer activities and with the Trustees, to write and maintain such policies and procedures which are seen as essential for the promotion of the organization and the wellbeing, safeguarding of volunteers.

The **Management Board** is drawn from the Trustees for legal purposes and they ensure the effective management and running of the Charity.

VOLUNTEER Application Process

As a potential Volunteer, you may have been attracted to the work of Pagan Aid through social media, website through one of our campaigns.

You can contact us via our website, and your enquiry will be directed to our Volunteer Coordinator will send you an application form.

You can email our Volunteer Coordinator directly for more information and an application form.

We aim to deal with your enquiry or application within seven days.

It may be that an informal, on-line, conversation will take place between yourself and a representative of Pagan Aid, but in general within seven days of receiving your application form you can expect to receive a formal invitation to join the team.

Access DBS Checks

Some volunteer roles may require you to have a DBS check (Disclosure and Barring Service) such that any criminal convictions which a person may have related to issues of safeguarding can be explored. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to this DBS check.

Induction, Training and Support

There will be an induction pack prepared, which will be available electronically and include:

- information about **Pagan Aid** our vision, mission and our future plans;
- the role of the volunteer;

- introduction to some volunteers either in person or through virtual meetings
- a copy of all the relevant policies including this volunteer policy. Also our Health and Safety, Expenses, Equality and Diversity, Conflict Management and Media/PR policies.
- a list of contacts and people who will be able to support you in your role
- all volunteers will be allocated a named contact person, which may or may not be the Volunteer Coordinator
- all volunteers will be allocated a named contact person, which may or may not be the Volunteer Coordinator

There will be a trial period of twelve weeks to give **Pagan Aid** 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

The Volunteer Coordinator or other named team member will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular conversations with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that we are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition and reward

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.

You will be informed of the projects your work supports through press releases, social media and of course our website.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. However, we also aim to keep all running costs to an absolute minimum so that the as much of the money raise as possible will go to the projects and causes we are supporting.

There are no paid roles within Pagan Aid and most roles do not require volunteers to incur additional costs to perform that role. Therefore we will not normally pay any expenses to any member of the organization. Where expenses are necessary and form a barrier to volunteer involvement, the Trustees will be open to discussion. It should be noted that no expenses will be paid unless approved in advance by the Chair, Vice-Chair or Treasurer.

Insurance, health and safety, accidents and risk assessment

Pagan Aid has a valid insurance policy so that volunteers **in the UK only** are covered by public liability insurance, which you are advised to download from our website and read. Note that if you are outside of the UK, you are not currently covered by any insurance and that any activities you undertake in support of PaganAid are at your own risk.

In general terms issues of Health and Safety fall under the heading of 'using common sense' and 'being personally responsible' for the activities you are undertaking.

However, when organizing a fundraising event there may be the need for something more formal in terms of Health and Safety and Risk Assessment. In these instances Volunteers will work with their Regional Coordinator or Volunteer Coordinator to ensure all legal, health and safety and risk assessment requirements have been met.

Confidentiality

We expect all volunteers to adhere to confidentiality guidelines 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. We expect that volunteers should never do or say anything that undermines the image or reputation of Pagan Aid.

Volunteers and Coordinators are asked not to make statements directly to press unless there has been a conversation with the Press Officer or Trustees. This is to ensure clarity of message and avoid any potential issues and pitfalls of being misquoted or misrepresented by the media.

Equality, Diversity and Inclusion

Pagan Aid is committed to embracing diversity and promoting equality and inclusion. When representing **Pagan Aid** as a volunteer we expect you to support our commitment to promoting equality.

Resolving problems

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 person who leads the team where you volunteer and he or 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 the Volunteer coordinator.

If you feel that you need to take things further, then the Chair of the Trustees will be your next level of contact.

Many issues can be resolved with a conversation and if you feel a process or a practice is prejudicial or pointless then we would hope you would share your concerns. Teams work

best where there is transparency of process, clarity of action and a willingness to act feedback or constructive criticism.

Ending your involvement with Pagan Aid

The only constant in the Universe is Change and there may come a time when you will wish to cease your direct involvement with us. Whilst we will be sorry to lose your services, we would hope to continue to receive your support. Any desire to resign from a role with the organization needs to be supported with a short, formal, notification outlining your wishes, and if you so desire, your reasons which can be sent to the Volunteer Coordinator.

Termination of Involvement with Pagan Aid

If any volunteer is found to be working in opposition to our stated aims, ethos and mission then the Management Team may be forced to formally consider a formal termination of your role and activities with and for Pagan Aid.

We would consider the following as gross misconduct...

- Brining the name of Pagan Aid and its work into disrepute
- Behaving in a way that does not support our ethos of Diversity and Inclusion
- Being found guilty of serious criminal offences such as Fraud, Sexual and/or Racial misconduct, Theft or Violence. It may be that a volunteer being charged with these offences may be asked to step-down from any position until the matter is legally resolved.

All issues related to the termination of volunteer involvement will be addressed by the Management Team who have both a legal responsibility and a duty of care for other volunteers and the people and organisations with which we work.

Volunteering whilst receiving State Benefit – UK specific

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines.

We ensure that we will have up-to-date information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do.

This agreement is not an agreement of employment, and you will receive no financial remuneration for the work that you do.

This agreement outlines roles, organizational structure and scope of the volunteering work you undertake with, and on behalf of Pagan Aid.

*This is the Volunteer Policy of **Pagan Aid**, prepared by Alan Jones and approved by the Board on 6th March 2017. It will be reviewed every twelve months. Date of next review: March 2018*