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**Volunteer Policy**

This document details our approach and commitment to volunteers, defining the relationship between the charity and volunteers, and clarifying expectations and responsibilities.

**Make It Sustainable Ltd (MIS) and The Old Print Works**

MIS is a registered charity since 2013 and exists to operate The Old Print Works in Balsall Heath, South Birmingham. The Old Print Works is a diverse and welcoming community that believes in the transformative power of making and creativity. Through mutual skill sharing we are building a resilient, sustainable and cooperative future. Make It Sustainable offers studios for makers and other creatives, hires out spaces for creative activities and events, and runs a co-working space and a community textiles space. The Old Print Works is a work in progress with much effort and attention still needed for the building to serve the community to its full potential.

**Why we involve volunteers**

Volunteering empowers local people to make a difference in their local community, and improves The Old Print Works by bringing different skills and experiences to enrich the spaces and services offered. We want to offer volunteers opportunities that are stimulating, relevant and rewarding, and of benefit to The Old Print Works.

**Recruitment and selection of volunteers**

We embrace inclusivity and diversity, and value the skills, enthusiasm and commitment brought to The Old Print Works by people of all backgrounds. We do not always have volunteering opportunities suited to everyone, but we will treat all applicants fairly. We are currently unlikely to provide the level of support and supervision required for volunteers under 18 years of age or vulnerable adults, so we cannot accept applications from these groups at present. Volunteers with disabilities would be assessed on a case-by-case basis due to the unsuitability of some parts of our building.

Volunteers must be committed to our purpose and values. Potential volunteers may submit an enquiry to info@oldprintworks.org detailing their skills and interests or discuss with the MIS Operations Team a possible role before formally applying to become a volunteer. We have a straightforward application process, including obtaining references. If successful, a trial period of volunteering can then ensure both the volunteer and our charity are happy with the chosen role.

**Values Statement**

Make it Sustainable Ltd is committed to using fairness, respect and flexibility to guide our work and interaction with others.  We seek to promote cooperation, collaboration and innovation and welcome anyone to join us in our pursuit of social, cultural, artistic and business missions. We work towards creating a safe and empowering space for all whenever and wherever possible.

**Volunteer tasks**

Volunteers can be involved in many different aspects of The Old Print Works, and the work they do can be regular or occasional. Some examples of work available to volunteers are:

* Helping set up for activities/events
* Photography
* Collection/analysis of data
* Social media or blog features
* Hosting in our co-working or textiles spaces
* Clean-up/tidying of our building or doing minor repairs
* Decorating
* Help with finance/accounting

**Supervision and support**

All volunteers are clear about who they can ask for immediate help or guidance, who they are accountable to and who they can talk to if things go wrong. Informal chats will ensure volunteering with us is a positive experience.

**Participation in decision-making processes**

We feel it is important for volunteers to have the opportunity to feed into our decision-making processes regarding the activities they are involved in. As such, volunteers will be invited to related meetings. We encourage all volunteers not to wait to be invited to a meeting but to feed back wherever possible into improvements by speaking to or emailing the Operations Team on info@oldprintworks.org.

**Make It Sustainable’s commitment to volunteers is:**

* to provide adequate induction and training;
* to provide support and supervision, and channels for feedback;
* to reimburse reasonable prior-agreed expenses;
* to treat volunteers in line with its equal opportunities policy;
* to have a health and safety policy and insurance cover that protect volunteers;
* to provide a reference after regular volunteering for a minimum period of 3 months.

**In addition, all staff involved with volunteers will:**

* respect volunteers’ gift of time by ensuring we are ready for them when they arrive and have something for them to do;
* call volunteers by their name;
* ensure we smile and thank volunteers for their work;
* not perceive difficulties or assume abilities of volunteers.

**Make It Sustainable expects volunteers to:**

* work to the best of their ability;
* read and follow relevant policies and procedures;
* support the values of Make It Sustainable Ltd;
* meet mutually agreed time commitments, or give notice if this is not possible.

This policy was created on 13th June 2019 and finalised on 17th June 2019

Date Approved by Board: 17/06/2019