

Volunteering Policy

1. Introduction

Gresham College values the contributions of volunteers and recognises their essential role in achieving our mission. This policy outlines our commitment to supporting and managing volunteers effectively.

2. Purpose

The purpose of this policy is to provide clear guidelines for the recruitment, management, and support of volunteers. It aims to ensure a positive and productive experience for both volunteers and Gresham College.

3. Scope

This policy applies to all volunteers, including those engaged in short-term and long-term projects, and event/lecture specific roles.

4. Volunteer Roles

Volunteers may be involved in a variety of activities, including but not limited to:

- Administrative tasks
- Fundraising support
- Promotion of Gresham College
- Event/activity planning and support
- Research to further the reach of Gresham College's work.

5. Recruitment and Selection

- Volunteers will be recruited through a fair and transparent process. This includes:
 - Advertising volunteer opportunities widely
 - Holding interviews and background checks
 - Matching volunteers with roles that suit their skills and interests.

6. Induction and Training

All volunteers will receive an induction to familiarise them with Gresham College, their volunteer role and relevant policies. Training will be provided to ensure volunteers are equipped to perform their duties effectively and safely.

7. Supervision and Support

Volunteers will be assigned a supervisor who will provide ongoing support and guidance. Regular check ins will be conducted to address any concerns and provide feedback and support.

8. Health and Safety

Gresham College is committed to ensuring the health and safety of volunteers. Volunteers must adhere to all health and safety guidelines and report any incidents or hazards immediately.

9. Expenses

Volunteers may be reimbursed for reasonable expenses incurred during their volunteer activities, subject to prior approval and submission of receipts. This may include travel expenses.

10. Recognition and Rewards

Gresham College values the contributions of volunteers and will recognise their efforts through various means, such as certificates and other thank you mechanisms.

11. Equal Opportunities

Gresham College is committed to providing equal opportunities for all volunteers. Discrimination or harassment of any kind will not be tolerated.

12. Problem Solving and Complaints

Volunteers are encouraged to raise any issues or concerns with their supervisor. A formal complaints procedure is in place to address any grievances.

13. Confidentiality

Volunteers must respect the confidentiality of Gresham College and its audiences and supporters. Any information obtained during volunteer activities must not be disclosed without proper authorisation.

14. Monitoring and Review

This policy will be reviewed annually to ensure it remains relevant and effective. Feedback from volunteers and staff will be considered in the review process.

Updated 21 February 2025