

HUBB Support Group VOLUNTEER POLICY

What is HUBB?

HUBB is a mutual Support Group run by & for adults who live in Havering, Barking & Dagenham. & have experience of Mental Health problems, whether personally, as carers or as concerned supporters.

HUBB TRUSTEES & COMMITTEE ARE ALL VOLUNTEERS & HUBB MEMBERS

HUBB's ACTIVITIES

For over 25 years we have run **Monthly Meetings** where Members have a safe place to speak our minds, make friends, share experiences & ideas with each other, get helpful information from visiting Speakers, & enjoy a buffet & a raffle.

HUBB also produces & distributes a free monthly **HUBB Newsletter** with current local & national Mental-Health related news & stories, personal contributions from members - & some fun. This keeps us in touch with members who cannot attend the Meetings.

HUBB also joins in relevant local **events & campaigns** to raise awareness - & funds.

HUBB VOLUNTEERS:

HUBB values the contributions made by Volunteers & is committed to involving all Volunteers in ways which are encouraging, supportive & empowering for them & the Support Group. This Policy is led by HUBB's Trustees, & will be reviewed by them every 2 years to ensure that it remains appropriate & effective.

RECRUITMENT

To recruit more Members, especially Volunteers willing to help run the above activities, HUBB will

ADVERTISE: in the HUBB newsletter, on the HUBB Website, with local Volunteer Services, in local papers, on local radio, in libraries, other local places & shops where permitted.

PROMOTE HUBB: at local events & during mental health campaigns, & by word of mouth.

ENGAGE WITH Independent Advocates & NHS staff at Goodmayes & Queens Hospitals, with Social Services, GPs & the DWP, to raise awareness of the support offered by HUBB to their clients, & the personal development opportunities for Volunteers.

SELECTION of Volunteers

HUBB membership criteria apply to HUBB Volunteers too (See *What is HUBB?* above). In addition, Volunteers for Trustee & Committee roles must have the qualities & experience specified in the relevant Job Descriptions, or be willing to train for them if funding permits.

- a. Those interested in Volunteering for HUBB will be invited at an early stage to complete HUBB Membership forms, which are displayed on the website.
- b. If they have applied for specific posts, they will be asked to complete the relevant Job Application form.
- c. If suitable, they will be invited to an informal interview with a Trustee or Committee member who is familiar with the role or task involved.
- d. Volunteers who appear unsuitable for any available HUBB position after this stage will be offered referral to the local Volunteer Centre for alternative opportunities.

VOLUNTEER RESONSIBILITIES

- e. Volunteers for Trustee positions will be asked to provide one personal reference. This is because Trustees have legal responsibility for the running of the Charity.
- f. Volunteers are required to respect the work, reputation & aims of HUBB Support Group.
- g. There will be no legal contract or enforceable obligation imposed on Volunteers to attend or give a set amount of time to HUBB work. If the Volunteer becomes unable to fulfil their role (see below) by attending meetings & completing tasks. If the volunteer does not fulfil tasks (with support) from their supporter, and is still not coping, they may be temporarily suspended from their position. (See *HUBB's Disciplinary Policy*)
- h. Acceptance of Volunteer applications will be in line with *HUBB's Equal Opportunity & Safeguarding Policies*. Where required by the Job Description, applicants will be required to have or obtain DBS checks.

INDUCTION & TRAINING

- i. Volunteers will have a current Job Description, which may be adjusted in discussion with them, to suit their abilities or changing circumstances, either on starting or during their work for HUBB
- j. New Volunteers will be asked to attend an appropriate Induction, which includes *HUBB's Health & Safety Policy* & any other legal requirements of their role to ensure a safe & legal work environment.
- k. Off-the-job training may be offered & funded, if appropriate & available.

VOLUNTEER RIGHTS

l. Every Volunteer will have a supporter: a named Trustee or a Committee member, depending on their role, to support them & to monitor their work for HUBB.

m. Differences or difficulties that cannot be resolved in discussion with their supporter should be taken to HUBB's Chair for resolution according to *HUBB's Disciplinary Policy*.

n. Volunteers may be invited to attend & contribute their views & experience to appropriate HUBB Committee meetings.

o. Volunteers will be reimbursed by HUBB's Treasurer for out-of-pocket expenses as previously agreed with their supporter & on production of receipts.

p. HUBB's Public Liability Insurance applies to all Volunteers & Members, (but HUBB does not insure Member's personal possessions.)

q. HUBB participates in local Volunteering Award events, & will extend this to recognise specific contributions by HUBB Volunteers to HUBB & to the local Mental Health Community.