

Fintry Trust Volunteer Policy

Introduction and Statement of Purpose

The Fintry Trust is an educational charity dedicated to the study and teaching of philosophy, science, art and religion from an ideal standpoint, emphasizing the universal ideas which underlie all religions and all knowledge.

Why volunteers are needed

The Trust organizes a programme of study days, talks and retreats at its Headquarters near Godalming, Surrey. Costs to attend these are kept low to ensure the widest possible access to the programme. However, so that costs can be kept at a minimum, volunteers are sought to help with various arrangements, and to complement the work of paid staff.

The Fintry Trust also publishes texts and commentaries on philosophy and religion, seeking to integrate all presentations of wisdom as expressed through the ages.

Recruitment

The Fintry Trust aims to ensure that people of all ages, gender, ethnicity, disability or health related conditions who apply, will feel supported to undertake their role, within the resources available to the Trust.

If you are interested in assisting the Trust in its work, please contact the Administrator, who will ask you to complete a simple application form. Applications will be considered in the light of work to be undertaken and the availability of resources to support the volunteer at the time. Please note that if your application is accepted a short interview and one/two references will be sought. An online application form is also available at <http://www.thefintrytrust.org.uk/be-involved.htm>.

Types of Volunteering - Role Descriptions/Agreement

An outline of a suggested role will be given before the volunteering begins. The agreement between the volunteer and the Fintry Trust is merely descriptive and informative. It is not intended to be legally binding and may be cancelled at any time by either party.

Induction

The Trust will ensure volunteers are welcomed and introduced to their role, and that there will be a named person the volunteer can go to for support and information.

To ensure that the arrangement is working effectively, and suits all parties, there will be a 'try-out' period of 3 months. The Trust or the volunteer may withdraw from the arrangement at any time.

In the unlikely event of a volunteer having a complaint or grievance against the Trust, or if the Trust receives a complaint about the conduct of a volunteer, the matter will be referred to the Managing Trustee in the first instance. In the event that the complaint cannot be resolved quickly and informally, the Trust Grievance & Disciplinary Procedure will apply.

Reimbursement

Travel costs are not paid other than in exceptional circumstances. For volunteers who do not live locally, and who are invited to help on a particular occasion, overnight accommodation will be provided free of charge, as will meals and refreshments taken whilst on duty. Volunteers may, if they wish, make a contribution towards costs, although this is not expected.

Insurance

The Fintry Trust is covered under public or employer liability cover.

Review

The Administrator will arrange for an annual review of the Volunteer policy and procedures on or around 1st April each year.

This policy should be read in conjunction with the following Trust policy documents: Health & Safety Policy, Confidentiality Policy, Grievance & Disciplinary Procedure