



Charity Ref: NIC104956

☎ 0300 323 1343 free phone

“for the benefit of people in the East Antrim Area affected by cancer”

Volunteer Policy

Volunteering with **1 in 3 Cancer Support**

About us

1 in 3 Cancer Support is a registered charity providing support services to patients and ex-patients of cancer treatment (and their carers/ families) living in BT36- BT40 areas of Northern Ireland.

1 in 3 Cancer Support Group is open to males and females, family and friends of those affected by cancer.

We Offer:

Advice and practical support for cancer sufferers and their families.

Our Vision:

Our vision is to ensure that all people of East Antrim and surrounding areas currently living with cancer (and their immediate families / carers) have local access to physical and psychological therapies, as well as emotional and financial support.

Our Mission:

To establish local, (BT36- BT40) based Cancer Services and support for people affected by cancer by providing therapies, raising awareness and fundraising.

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at **1 in 3 Cancer Support**. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.



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Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for **1 in 3 Cancer Support** you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

We have a range of opportunities for volunteers to get involved in. **On our website or on Facebook you can read through our volunteer role profiles. All you need to do then is to complete our short Volunteer Registration Form. Alternatively, you can contact us via Facebook or email on info@1in3cancersupport.com and enquire about becoming a volunteer.**

Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities that we have available and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

Access Ni Checks

Some volunteer roles will require an Access Ni check to inform **1 in 3 Cancer Support** of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to an Access Ni check.

Induction and training

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

There will be an introduction to the charity prepared and delivered by one of our existing volunteer committee members. This will include:

Some information about **1 in 3 Cancer Support** our vision, mission and our future plans;



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- ☐ the role of the volunteer;
- ☐ introduction to some volunteers / volunteer activities;
- ☐ a copy of all the relevant policies including this volunteer policy;
- ☐ essential procedures such as rota;

If your application is successful, there will be a trial run of two volunteer activities / events to give **1 in 3 Cancer Support** and you time to discover if you are suited to each other. A review will be made midway through after both the first and second activities. 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

Our **Committee Members, specifically our Chair / Vice Chair** will offer support to you. They will remain your key contact throughout your volunteering with us. This will include discussing how you are getting on and dealing with issues arising. This will also ensure that **1 in 3 Cancer Support** 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.

Give some examples of how you recognize your volunteers for instance...

We hold a dinner celebration each year at Christmas for our regular volunteers to celebrate our achievements. During this you will get an opportunity to meet other volunteers and supporters of our work and share in our plans for the future.



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We will take opportunities in our website and Facebook page, annual general meetings, and local and national press to praise the achievements of our volunteers.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement.

Reasonable out of pocket expenses, if required, should be raised and signed of in advance. Typically we do schedule volunteers who live locally to take part in fundraising events to minimize all expenses since **1 in 3 Cancer Support does not have ANY paid staff. Should substantial out of pocket expenses be incurred e.g. the cost of printing, these costs must first be authorized by committee in advance of being incurred. We regret that any non-authorized substantial expenses cannot be submitted.** In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in **to a committee member.**

Insurance, health and safety, accidents and risk assessment

1 in 3 Cancer Support has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read.

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, or if you find yourself no longer able to commit to the time we want you to feel comfortable about letting us know. Talk to the Chair/ Vice Chair or any Committee member and we will be more than happy to chat through with you

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.



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Equality, Diversity and Inclusion

1 in 3 Cancer Support is committed to embracing diversity and promoting equality and inclusion. When representing **1 in 3 Cancer Support** as a volunteer we expect you to support our commitment to promoting equality.

Volunteering whilst on benefit

You are free to volunteer while you are receiving benefits. This is as long as the work you do is unpaid and you meet the rules of your benefit. 1 in 3 Cancer Support relies entirely on volunteers to run and we have NO paid members of staff. However you should always check with your personal adviser before you start volunteering.

This is the Volunteer Policy of **1 in 3 Cancer Support**

It will be reviewed every 12 months

Date of next review **August 2019**

Signed _____ *Jill Robb* _____

Position __ Chair _____

Signed _____ *Karen McMeekan* _____

Position __ Vice Chair _____

Date 1st August 2018