

CCF Volunteer Policy

Cambridge Carbon Footprint is dedicated to embracing the time, talents and commitments of volunteers to help us work together to build a low carbon future. Our ambition is that volunteers will increase and enhance the quantity, quality and diversity of low carbon living work that we do. They may provide on-going specialist skills or be one-off helping hands.

1. Volunteers and staff work together as a team to meet clear and agreed objectives. The relationship is a mutually beneficial one. Volunteers need to feel welcomed and connected to the overall purpose of CCF.
2. Volunteers will be invited to input on the strategic direction of CCF and evaluate its effectiveness.
3. CCF's commitment to increasing the number of volunteers will be reflected in resource allocation, budgeting and business planning across the organisation.
4. Staff and management will create rewarding roles for volunteers to undertake. We will recruit volunteers to formal and evolving role descriptions.
5. CCF will provide volunteers with the agreed and necessary tools, equipment, training and resources necessary to carry out their roles.
6. All volunteers should have a named Volunteer Manager responsible for overseeing their engagement with CCF. Most volunteers and their managers will sign a Volunteer Agreement.
7. CCF recognises that people are motivated to volunteer for a multitude of reasons and that volunteers should feel appropriately recognised and thanked for their contribution. CCF will provide references describing a volunteer's skills, aptitudes & contributions, if asked.
8. Volunteers cannot replace paid staff but complement the work that CCF does and provide services and opportunities that we could not otherwise provide.
9. Volunteers will be recruited and managed in line with CCF's Equal Opportunities, Grievance, Disciplinary, Data Protection, Safeguarding, Lone Working and Health and Safety Policies.
10. To minimise risk to the volunteer, our public and the organisation all volunteers will undergo checks, training and assessment relevant to their role.
11. Agreed in advance expenses should be reimbursed. No volunteer should be out of pocket. Please provide receipts, whenever possible