

## **Volunteering**

### **at Southgate Mosque and Community Centre (SMCC)**

We at Southgate Mosque appreciate all the contributions that people have made to help build and run the centre. If you would like to join in other good work and have time to give we would love to hear from you.

We want to build up a pool of volunteers on whom we can call as and when we need.

If you also have specific professional skills which you would like to share with us or the wider community then please get in touch with the form. For example if you are a doctor, would you be willing to help with health workshops and presentations. Or maybe if you are a lawyer, and can offer consultations for the community. Or if your skills are as varied as Graphics, Audio Engineering, Video Editing, Plumbing or Plastering we'd like to hear from you. At a minimum, if the centre cannot use your skills we can pass it on to other member of the community. If you have such skills then please do get in touch with us by using the Volunteer forms below.

If you would like to just offer your time in a general capacity then please use the form below which details our Volunteer Policy and Application form.

A volunteer is a person who gives freely of his/her time, skills and experience without expectation of financial reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis.

Southgate Mosque recognises the immense benefits that volunteers bring to the mosque and the bridges that they build between the mosque and the local community.

Southgate Mosque tries to offer a range of volunteering opportunities and, in accordance with its equal opportunities and diversity policies, to ensure that the opportunity to volunteer is widely available.

## **Status of volunteers**

A volunteer is not an employee and will not have a contract of employment with Southgate Mosque. Southgate Mosque will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the mosque will provide work for the volunteer. However, the volunteer is free to refuse to fulfil the role and Southgate Mosque is not bound to provide the work. It is also expected that both the mosque and the volunteer will give as much notice as possible if unable to meet these expectations.

## **Volunteering roles**

Roles suitable for volunteers are identified by the Management Committees and Board of Trustees, who will draw up a volunteer outline. This will set out the requirements of the role and the skills or experience needed, as well as any training that is required before the volunteering work is undertaken. Volunteers will not be used as substitutes for employees.

## **Recruitment**

A person wishing to become a volunteer will be asked to complete an application form. The applicant will be asked to identify areas in which he/she would like to volunteer. If Southgate Mosque is able to match the applicant to a suitable role the following will be required:

- Two recent references depending on the nature of the role
- DBS check
- Interview

## **Volunteering agreement**

The volunteer will be invited to enter into a volunteering agreement with Southgate Mosque. This agreement will identify:

- the volunteer's role;
- the training that the volunteer is expected to undertake;

- the expenses that the mosque will pay to the volunteer;
- the insurance cover that will be provided for the volunteer;
- who will supervise the volunteer; and
- the notice that will be given to a volunteer if his/her role is to come to an end.

## **Training**

Southgate Mosque will provide any training required for the role, including health and safety training.

## **Health and safety**

Southgate Mosque has a responsibility for the health and safety of volunteers. Volunteers should at all times follow Southgate Mosque's health and safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area or work. Volunteers should report all accidents to their supervisor.

## **Recompense**

Volunteers are unpaid. However, the mosque may reimburse volunteers for travel and subsistence expenses. This will entail reimbursement against receipts or take the form of an allowance.

## **Policies and procedures**

Volunteers are expected to comply with all Southgate Mosque's policies while they are on its premises or undertaking any of their volunteering duties. Their induction will include an explanation of these policies and procedures.

## **Insurance**

Southgate Mosque will ensure that volunteers are covered for insurance purposes in respect of personal injury. The mosque will also ensure that volunteers are provided with professional and public liability insurance. The

insurance will not cover unauthorised actions or actions outside the volunteering agreement.

### **Confidentiality**

Volunteers are likely to become aware of confidential information about Southgate Mosque, its staff, customers and suppliers. Volunteers should not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

### **Supervision**

A supervisor will be appointed to support and manage the volunteer. The supervisor will review the arrangements after [three months] and thereafter on a regular basis. If the volunteer has any queries or would like to change his/her role this should be discussed with the supervisor.

### **Dealing with problems**

The supervisor will normally try to solve any problems informally, but if this is not possible the formal complaints system will come into operation.

If the volunteer wishes to make a formal complaint he/she should put the complaint in writing to his/her supervisor. If it is not possible to reach a solution the volunteer may raise the matter with the Management Committees or the Trustees.

If a complaint is made about a volunteer, this will be notified to him/her in writing and the supervisor will decide whether any action should be taken. If the volunteer is dissatisfied with the decision he/she may raise it with the Management Committees or the Trustees.

For further information please refer to the mosques complaint policy.

**I confirm that I have carefully read and fully understand the policy outlined in this document and agree to be bound by its terms. My signature serves as confirmation of this understanding and agreement.**

**Date:**

**Name:**

**Signature:**



**SOUTHGATE**  
M O S Q U E