

NMML Volunteer Policy

RATIONALE

North Melbourne Language and Learning (NMLL) seeks to create an organisational culture that is supportive of volunteers and acknowledges their invaluable contribution to NMLL activities. The organisational approach to recruiting and managing volunteers needs to be responsive to and accommodating of the changing volunteering patterns in Australia. Volunteering at NMLL may range from an ongoing regular volunteering commitment by community members to short-term project-based involvement in areas that meet specific organisational needs. All prospective NMLL volunteers must be aged 18 years or over; which is consistent with NMLL as an adult learning centre.

This policy aims to:

- Identify and implement a consistent organisational approach to engaging and managing all volunteers undertaking work for NMLL.
- Ensure that volunteers working at NMLL have work that is safe, significant, fulfilling, and appreciated and supervision that is clearly defined.

LEGISLATIVE CONTEXT

All Victorian organisations, including NMLL, must comply with Commonwealth and State legislation relevant to volunteers including:

- *Equal Opportunity Act 2010 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Racial Hatred Act 1995*
- *Sex Discrimination Act 1984*
- *Age Discrimination Act 2004*

PRINCIPLES

NMML endorses these principles developed by *Volunteering Australia*:

- Volunteering benefits the community and the volunteer.
- Volunteer work is unpaid.
- Volunteering is always a matter of choice.
- Volunteering is not compulsorily undertaken to receive pensions or government allowances.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not-for-profit sector only.
- Volunteering is not a substitute for paid work.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.

- Volunteering promotes human rights and equality.

PROCEDURES

The NMLL Volunteer Handbook contains detailed information regarding daily management of NMLL volunteers, which is updated to reflect changes to legislation, volunteering patterns and organisational needs. This policy outlines the steps required across the organisation to ensure a consistent organisational approach to volunteer recruitment and management. Policies and procedures should be communicated to all volunteers and then followed consistently and equitably.

It is the role of the Volunteer Manager to: make first contact with prospective volunteers; manage volunteer information and maintain administrative records relating to the volunteer placement. NMLL staff are expected to adhere to the following procedures in recruiting NMLL volunteers:

1. Identification of Volunteer Vacancy

- Identify organisational need for a volunteer.
- Match the volunteer interests and skills with organisational need.
- Ensure that the volunteer role does not replace the work of an existing paid employee.

2. Recruitment and Selection

- Position Description developed.
- Recruitment of volunteer through advertising, internal appointment (from existing database) or expression of interest through NMLL website and personal approach to NMLL
- Receipt of appropriate documentation for the volunteer placement which includes Volunteer Application Form and current Resume or CV
- Volunteer information and records is the responsibility of the Volunteer Manager and is kept in accordance with Privacy Legislation.

3. Volunteer Appointment

- Interview with NMLL Volunteer Manager and supervising staff member undertaken.
- Referee check completed.
- Police check completed and outcome recorded.
- All volunteers are subject to a probationary period
- A staff member (who may not be the Volunteer Manager) allocated to the supervision of each volunteer.
- Volunteer orientation undertaken.
- Probationary period applies to all volunteer placements with a follow-up interview at appropriate interval (as outlined in Volunteer Handbook).

4. Rights and responsibilities

- Appropriate rights, responsibilities, policies and processes governing volunteer activities identified and documented within the NMLL Volunteer Handbook.

RELATED DOCUMENTS, FORMS AND MATERIAL

- Volunteer Induction Checklist
- NMLL grievance Procedure

CHANGE HISTORY	Initial approval date: 2013
Date last reviewed: N/A	This version approved at Committee of Management Meeting on 7th Aug 2013
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