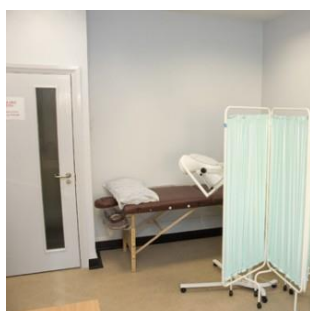


## Volunteer Information Pack



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## **Introduction to Hamara Healthy Living Centre**

Hamara began as a small office with only two-part time members of staff on a single project for Asian Elders, but has now grown to be the largest ethnic minority organisation in the voluntary sector in Leeds with over thirty staff.

Hamara is an Urdu word meaning 'ours' reflecting the local community involvement in planning and development of the projects. Based traditionally in the Beeston / Holbeck area, Hamara has worked in other parts of the city including Harehills and Hyde Park. Our projects have even taken the group overseas to Pakistan as Hamara Overseas Pakistan Enterprise (HOPE) over the years.

Our strategic aim was to become the key player within the sector in the Asian community in Leeds. We are now working to grow and develop the inclusivity of Hamara to better reflect and serve our community in all its diversity. Our latest success has been the asset transfer of the Old Cockburn Sports Hall from Leeds City Council. The use of this facility has already grown under Hamara's care, supported by our large range of Sponsors, Partners and other funders

### **Mission Statement:**

***"Improve the quality of life for disadvantaged individuals, through the appropriated service provided by our employees, volunteers and partners within a community environment, taking into account, cultural and religious factors."***

We take a holistic approach towards health and wellbeing, with special initiatives and projects around:

- Health & Sports
- Elderly People
- Patient Ambassadors
- Training
- Information Advice & Guidance
- Bringing Communities Together
- Community Cafe
- Events
- Youth Initiatives
- Support into Employment
- Supplementary School
- Dementia
- Child Sexual Exploitation
- Room Hire
- HALO (Health Achievement and Learning Opportunities)

## **Benefits of Volunteering**

Aside from the obvious feel-good factor from giving your time to a worthy cause, volunteering has a number of key benefits for your career which make it well worth considering.

Not only is it a great way to gain practical experience, volunteering can also help you stand out from the crowd and learn practical skills which will make you more desirable for prospective employers. At Hamara we recognise the importance of our volunteer workforce and we aim to support you acquiring the skills and knowledge you desire as well as making you feel welcome and as part of our team.

### **Key Benefits of volunteering**

- Work in an industry that interests you  
Volunteering can enable you to learn new skills, meet new people and gain valuable experience that you can take into your future career. It also gives you the opportunity to explore an area of work that is of interest to you or try something completely different.
- Gain valuable skills & experience  
As well as helping to equip you with the skills that many companies look for in staff, volunteering as part of a structured volunteer programme can expose you to a range of core workplace activities, including: communication, line management, teamwork and using your initiative.

From writing newsletters to maintaining computer networks, the best way to get a new job is often through experience and the right volunteering opportunity is a rewarding way to achieve this. In fact, in certain sectors, such as health and social care or charities, volunteering may even be considered a pre-requisite.

Voluntary organisations are well aware that many people volunteer to gain experience, and as long as you can show your commitment and dedication to the cause from the outset, don't be afraid to be honest about your motives and use volunteering as a stepping stone to further your career.

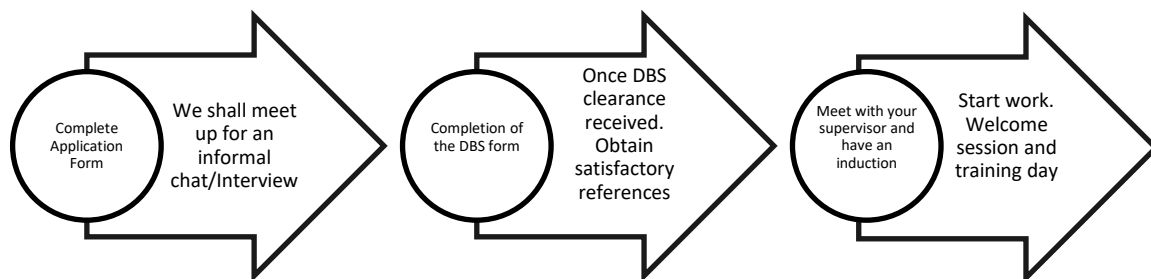
- Improve your CV and become more successful at interviews

Establishing what experience you want to add to your CV will help you identify the right voluntary opportunity. And, once your CV's looking more complete, you'll find it easier to reach the interview stage for the jobs you apply for.

Once at the interview, you will have the perfect opportunity to impress recruiters with your experiences and passion for your interests. Employers are well aware of the benefits of volunteering and recognise the initiative and commitment that can be required by volunteers.

Whilst qualifications are undoubtedly of importance, voluntary work can help you get the experience you need. And remember, the benefits don't end there: you'll meet new people, try new things and almost definitely have some fun at the same time.

## **Process of recruitment**



# **Volunteer Policy**

## **Hamara's Responsibilities to Volunteers**

The whole Hamara team will do its best to make all volunteers welcome and happy with their roles within the organisation and will expect all volunteers to do the same. Hamara will also fulfil its responsibilities to volunteers as set by Leeds City Council and expected by our many clients.

Hamara will:

- Give volunteers meaningful roles with effective supervision and recognition of work done.
- Give volunteers an appropriate induction to their role.
- Ensure training needs are identified and reviewed for volunteers.
- Provide necessary information regarding the volunteer's role.
- Keep volunteer records in a secure and confidential personnel file which volunteers will have access to.
- Provide health and safety training.
- Provide a named supervisor who will offer support and will be available to address any issues or queries.
- Select and recruit volunteers best qualified for the given role and not discriminate against applicants in any way.

## Code of Conduct

Hamara values the support volunteers provide and expects volunteers to follow the code of conduct for an effective and respectable environment. As volunteers also act as ambassadors for Hamara and its projects you are expected to respect the code of conduct and adhere to policies outside of working hours where appropriate, **particularly keeping information private and confidential.**

### Volunteers will be expected to:

- Respect the values and principles of Hamara at all times
- Listen to and carry out tasks and responsibilities given by staff which is within your volunteer role
- Show respect to all staff and clients at all times
- Maintain a respectable appearance suited for their role at all times
- Maintain a professional and friendly attitude
- Undertake all tasks and activities in a professional manner
- Adhere to Hamara's policies, in particular the Confidentiality Policy which must be adhered to outside of working time as well
- Not discriminate against any persons for any reason and respect other people beliefs, values and circumstances
- Use all equipment appropriately and only with training when necessary and in accordance to health and safety policies
- Report damage to equipment or other property
- Use the internet only if needed for your volunteer role and not for any personal reasons unless with permission
- Follow Hamara's policies and procedures

Hamara greatly appreciates volunteers taking time to help others and benefit the community. This agreement is made to help volunteers working with Hamara and show Hamara is committed to making their experiences enjoyable and rewarding.

Any failure to follow the volunteer agreement by either Hamara, clients or the volunteer should be brought to the attention of the volunteer supervisor who should refer to Volunteer Policy to fix the circumstances.

This agreement can be changed to better suit volunteering with the organisation or cancelled at the request of either party.



## **Volunteer Agreement**

Name of Volunteer:\_\_\_\_\_.

Name of Project:\_\_\_\_\_.

Times of Voluntary Activities:\_\_\_\_\_.

Volunteers are an important part of Hamara helping to support permanent staff and acting as ambassadors to the community.

This agreement shows you have committed to supporting the Hamara team out of your own free time. Hamara will also ensure that all volunteer's rights are respected and looked after.

Volunteers will also follow the Volunteer Agreement showing Hamara's responsibilities to volunteers, what is expected from volunteers and the Code of Conduct which ensures an effective and respectable working environment.

Signing this agreement shows you have read and accept the Volunteer Policy which Hamara is committed to following for fair and equal standards.

This agreement is not legally binding but shows the commitment of volunteers and acceptance of Hamara's values. This agreement can be terminated at any time by request of either party.

Signed by volunteer:\_\_\_\_\_.

Signed by Hamara representative:\_\_\_\_\_.

Date:\_\_\_\_\_.