



## Volunteer Policy

### About us

R-Space Gallery is a visual arts and crafts space, presenting and commissioning a programme of exhibitions and arts activity based in The Linen Rooms in the heart of the City of Lisburn, Northern Ireland.

R-Space's ambition is to increase access, understanding and enjoyment of, contemporary visual arts, crafts, design and other related arts activities. It collaborates with a diverse range of excellent and challenging artists and designers working in different media, providing audiences from a wide range of educational, social and cultural backgrounds with different points of access to the arts.

R-Space is a lively and welcoming environment that excites visitors into thinking and talking about the arts and the opportunity to purchase visual arts and craft and for their own homes and collections.

R-Space exhibits the work of artists and makers who explore Materials, Messages and Methods of production of work that has meaning in its quality. It is important that their work considers What they use, Why they use it and How they present its outcome.

R-Space offers a wide range of volunteering opportunities including PR and marketing, gallery setup, gallery invigilation, photography and video documentation of exhibitions.

### 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 R-Space Gallery CIC. 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.

## 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 R-Space Gallery CIC 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 you can find a page entitled 'opportunities' which lists some of the different aspects of the gallery where you can get involved. You can use the contact form on the site to get in touch with us for more information or to register your interest in volunteering

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 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

None of the volunteering roles we offer will require 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 induction prepared and delivered by one of our staff. This will include:

- Some information about R-Space Gallery CIC, our vision, mission and our future plans;
- The role of the volunteer;
- Introduction to some volunteers;
- A tour around our facilities and see some of our initiatives;
- A copy of all the relevant policies including this volunteer policy and also our Health and Safety, Expenses, Equality and Diversity and Conflict Management;
- Essential procedures such as timekeeping, rota;
- Information about training and ongoing learning opportunities

There will be a trial period of four weeks to give R-Space Gallery and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. 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 gallery directors Anthea McWilliams and Robert Martin will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that R-Space Gallery CIC 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.

We will invite our volunteers to all exhibition preview openings, events and workshops, for which there will be no fees (including ticketed events). We offer all our volunteers a personal written reference from the gallery, acknowledging the vital role they have played in the running of the organization.

We will also hold an annual celebration event with food, drink and entertainment as a way of saying thank you for the generous support our volunteers have provided.

Lastly we will do whatever we can to thank our volunteers through our website and Facebook page, this could include linking to your own website should that be helpful or appropriate.

## Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel and meals (if working more than 4.5 hours in one session). In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to our gallery directors.

## Insurance, health and safety, accidents and risk assessment

R-Space Gallery has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on field sites..

## 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, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Volunteer co-ordinator.

## 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.

## Equality, Diversity and Inclusion

R-Space Gallery CIC is committed to embracing diversity and promoting equality and inclusion. When representing R-Space Gallery CIC as a volunteer we expect you to support our commitment to promoting equality.

## Volunteering whilst on benefit

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

This is the Volunteer Policy of **R-Space Gallery**

It will be reviewed every 12 months

Amended: 1 August 2018

Signed \_\_\_\_\_

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