

Volunteering Policy

Introduction

A Women Empowerment Centre (WEC) welcomes volunteers to assist in the delivery of its inter/intra community-based event programs. We hope that you will find it a rewarding experience, giving back to the community and inspiring children in their future career choices.

Women Empowerment Centre (WEC) is committed to supporting volunteers to meet and develop their potential.

Background

Established in 2017, the Women Empowerment Centre (WEC) is a social enterprise, a non-government, non-political, non-profit organization that aims to bridge the link between women, skill, businesses, and entrepreneurship within the community. One of the main elements of our work is to run different skill development training and promote and enable all the trained women towards entrepreneurship by showcasing the opportunities that are available to them, broadening their horizons, and developing the skills they will require to be both successful and prepare for their futures.

Events are run within the Kirtipur Municipality and other regions of Nepal depending upon the requirements and to do this, we rely on the support of business volunteers, as well as the Nepal Government.

Volunteer Policy Women Empowerment Centre (WEC) is committed to the following:

- To enable volunteers to develop and build on existing skills and knowledge and encourage their personal development.
- For volunteers to feel guided in their role through comprehensive briefing notes, regular email contact, and a named Women Empowerment Centre (WEC) staff member as a point of contact.
- For volunteers to feel supported in the classroom by our staff members.

Recruitment

- Any potential volunteer is given a Volunteer Agreement.
- WEC provides training and guidance on working with groups in Community events.
- At the outset, we would ask each volunteer to inform the WEC event team of their areas of expertise so that they can be closely matched to the appropriate community event.
- We aim to recruit volunteers from a broad range of industries and with a diverse background.

PASSION BECOMES PURPOSE

Supervision and Support

- For every event attended, the volunteer will receive a set of briefing notes, explaining what the event is all about and what their role will be.
- During the event, the WEC representative will be always on site.
- Our staff is within WEC premises, should you find yourself in a situation where you are uncomfortable. The staff will also deal with any behavioral issues.

Safeguarding

- Like organizations, we take safeguarding very seriously. While do not require DBS checks for working at our community events, we need to know if there is any reason you should not be working within the community.
- Most organizations require photo ID and will ask you to observe their safeguarding procedures and wear your visitor's badge at all times.
- Please ensure you are not alone with the community in the events. This is as much to protect you from any false accusations as it is to protect them.

Expenses

- We will reimburse charities depending upon the project and event and the area of work to cover travel expenses on request and production of a receipt.

Health and Safety

Health and safety issues apply to all volunteers. A copy of our Health and Safety policy is available on request.

Ending the volunteering

Both the Women Empowerment Centre (WEC) and the volunteer can choose to end the volunteering. WEC will explain to any volunteer about a decision not to continue using him/her.

Declaration

I (Name)..... have read and understood the guidelines, standards, and code of conduct as stated in the WEC's Volunteer Policy. I agree with the principles contained therein and undertake to uphold the policy principles while working with/for the Women Empowerment Centre.

Title/Position:

Program Name:

Signature:

Date: