



Compton Verney statement of intent for volunteer involvement

Volunteer Involvement with Compton Verney

Compton Verney is proud of the work that volunteers undertake, individually and as a team, and recognises the positive effect that volunteers have on the organisation. A volunteer offers their time freely and is placed in an agreed role which provides support to our existing services.

Why we include volunteers

A person may want to volunteer for a variety of reasons – each and any is as valid as the next, for example:

- Assisting with life-long learning and personal development
- Providing relevant work experience and references
- Sharing knowledge, skills and enthusiasm
- Making new friends
- Giving something back
- Being in a nice environment and doing something a bit different

The benefits to Compton Verney include:

Increasing Resources and Improving Quality

Volunteers improve and broaden the range of services that Compton Verney can offer and the efficiency and effectiveness of the organisation as a whole. Volunteers may also bring specialist skills to support the work of Compton Verney.

- Diversity

Volunteers may help to increase the range of skills, interests, life experiences and cultural backgrounds within Compton Verney.

- Accountability

Involving volunteers in the work that Compton Verney does is an important way of increasing accountability. Volunteers view the work that we do from different perspectives and Compton Verney welcomes the comments and suggestions that volunteers make about our operations.

- Community Involvement

Volunteering involves the community in our work and is a valuable way of promoting appreciation and knowledge of art in society, one of our founding objectives.

Role development and opportunities

Every volunteer will be given a role profile which states which department they work for, who they need to report to and work with and what is expected of them. These are developed and

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updated as required to meet the needs of the organisation. If a volunteer role evolves beyond that of the original profile, this will be updated as appropriate.

Volunteers are able to apply for new roles and jobs as they arise. They will be considered alongside all other applicants and without prejudice.

Expenses

Compton Verney will reimburse travel expenses incurred by volunteers to a maximum of £11 per day. These are paid on a monthly basis and it is the volunteers' responsibility to complete their expenses form in a timely manner. These are kept in the volunteer file in the kitchen.

Timelogs

It is important that we measure the success of our volunteering team. We not only report on the contribution in terms of hours internally to our Governors and staff but also externally to government agencies that include these in local, regional and national statistics. It is therefore vitally important that volunteers fill in their timelogs with their total hours per day (start to finish time minus their lunch break). These are also kept in the file in the kitchen.

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