

# FRIENDS OF PARC CEFN ONN



## Volunteering Policy

### 1. Introduction

Friends of Parc Cefn Onn is a voluntary organisation working in partnership with Cardiff Council and other local organisations. It currently employs no paid staff and relies entirely upon the voluntary efforts of its members for physical work in Parc Cefn Onn, engagement with the community and other organisations, and for the functioning of the Executive Committee and officer roles.

### 2. Recruitment

Residents are invited to join Friends of Parc Cefn Onn through public notices, the website, events and press articles – as well as word of mouth by existing members. Community engagement also facilitates suggestions and requests from members of the public about the development of the park.

### 3. Purpose of volunteering

To advance the aims of Friends of Parc Cefn Onn, develop knowledge and relevant skills, and to increase consultation and involvement in decisions concerning the park. All voluntary input is intended to add value and should not be a substitute for work carried out by paid staff or Cardiff Council.

### 4. Management of Volunteers

All physical work in the park is under the management of Cardiff Council (usually represented by a Park Ranger); work tasks being agreed with the Executive Committee. All other voluntary work is under the auspices of the Executive Committee within clear roles / tasks and responsibilities.

### 5. Valuing volunteers

All volunteers will be treated according to the following values:

- Respect
- Integrity (honesty)
- Effectiveness (making a difference)
- Innovation (openness to new / different ideas)

The Executive Committee could decide that it would be preferable if one or more individuals ended their involvement. This would be discussed with the person(s) before a final decision was made.

### 6. Monitoring and feedback

The Executive Committee will monitor the inputs and morale of volunteers and take actions to promote their participation and address any issues. The hours of voluntary contribution by each member may be recorded so that it can be valued as match funding in applications for financial support from other organisations.

**Approved by Executive Committee: December 2010**

Next review date: December 2013