



Maan Volunteer / Student Placement Induction pack



Contents



Maan Somali Mental Health Sheffield

Maan Somali Mental Health Sheffield Volunteer Agreement Template

Maan Somali Mental Health Sheffield believe that life experiences and the environment we live in play a major part of influencing our mental health.




Our volunteers come from a range of backgrounds and communities and volunteer with us for a range reasons, including to:

- make a positive impact on peoples' lives,
- gain new skills and knowledge and build experience for employment
- use and develop existing skills in varied and rewarding roles • improve health, wellbeing, confidence and self-esteem
- meet new people from a range of backgrounds and ages, and make friends
- get to know the local community and give something back
- experience good training and support and to feel part of a team

We appreciate your commitment to us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute.

Our roles

As a volunteer at Maan SMHS you don't need any specific qualifications or experience.

	You'll need to be friendly and approachable and have a respect for views, values and cultures that are different to your own.
	Most roles will require you to have a basic IT skills, be a good listener and have good written skills.
	As a volunteer you'll receive an introduction to the service and training for your role, as well as support and supervision from our supervisors during your time volunteering with us, and opportunities for development.



Maan Somali Mental Health Sheffield is committed to:

- Giving you a great experience.
- Being responsive to your requirements.
- Providing you with an induction.
- Providing support throughout your volunteer experience.
- Explaining the standards, we expect and to encourage and support you to achieve and maintain them.
- Providing a named person who will be your point of contact whilst volunteering. This might be someone other than the volunteer manager who will discuss your volunteering and any achievements and issues arising on a regular basis.
- Doing our best to help you develop your volunteering role with us.
- Being flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
- Honouring the time commitment, you have agreed to give us and not to expect more from you unless offered and agreed.
- Providing training required to undertake the role.
- Reimbursing agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
- Providing adequate training and ensure you know what to do to stay safe, in accordance with our Health and Safety Policy.
- Providing adequate insurance to cover for volunteers whilst undertaking volunteering approved and authorised by us.
- Ensuring that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
- Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- Follow up on any feedback or questions you may have regarding your involvement as a volunteer.