



Volunteer Handbook

The Foundry International Ltd, registered charity - No.1200205



Welcome



Welcome

Firstly, let me say welcome and thank you for getting involved!

We are very grateful that you have chosen to volunteer with the Foundry International at the Sutton Community Project. Volunteers have a key role, and you make a huge difference to the heart of the project and its success. The vision of the project is to share God's love, reduce food waste, fight against poverty, and bring community together and you play an important role in being ambassadors in that community as you work as part of the project.

This handbook contains important information that will equip you in your volunteering role and ensure that you remain safe. Please read it carefully and do refer to it if and when needed. If you have any questions about the information contained in this handbook, please speak to your named Co-Ordinator.

Once more, thank you for your time we know the difference it makes.

Chair - Foundry International Ltd



Vision



The Foundry

The Sutton Community Project is part of the Foundry International Ltd a registered charity (1200205). The Foundry exists to advance Christianity and relieve poverty. We play our part principally by catalysing and resourcing the work of the disciple-making and church planting and also by strategically supporting and empowering effective social and community transformation. Our vision is for Jesus and we exist to serve and equip His church worldwide: we want to love and serve His people, as He leads.



<https://www.thefoundryinternational.com>

Sutton Community Project

The same values are at the heart of the Sutton Community Project which helps to support community effectiveness. The project is based on, shaped, and guided by Christian principles having strong roots in Christian teaching and practice, but the project is fully accessible to anyone regardless of their belief or background. A founding biblical principle is to love our neighbours, ending food poverty and inspire communities to live in a more environmentally sustainable way.

<https://www.suttoncommunityproject.com/about-us/>



When you start volunteering

Before you join the volunteering team, we suggest that you:

- Visit the project while it is running so that you get a feel for the different elements that are part of the volunteering role.

For most volunteers the online form is adequate, but for some roles within the project you will be required to fill a more formal application.

Before you start you will be given the name of the Project Coordinator. They will be your go to person if you have questions and they will support and guide you in your role.

Project Coordinator: **Andy Ritchie**
Contact Number: **07707 569 310**
Email: hello@suttoncommunityproject.com

Induction Prior to your first day volunteering you will have a short induction by the Project Coordinator; this will orientate you with the building as well as key policies and information that you will need to know about. The induction will include:

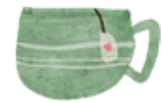
- Orientation of the building including fire evacuation procedure.
- Health & Safety and Hygiene procedures.
- Meet and greet key members of the team and other volunteers.
- An overview of what a typical volunteer's session looks like.
- How to stay safe and what to do if you have concerns.
- What behaviour is expected while volunteering.



If you have any questions, your named Project Coordinator will be on hand to answer them and support you. After you have been volunteering for a few weeks, the coordinator will touch base to see how you feel the volunteering is going and if you would like to be added to the Volunteer WhatsApp group.



Volunteer Training



What training a volunteer receives will depend on the role that they are doing. However, all volunteers will receive the following training:

- Safeguarding - this is online
- General food handling
- How to evacuate the building

Other training is offered to other roles:

- Food Hygiene Certificate





What should I expect?

We believe that volunteering is a two-way process. This relationship requires both parties to understand what is expected of them.

As a volunteer you can expect from us:

- That you will be valued and treated with respect.
- Volunteers will be fairly treated ensuring that your voice is heard, and action taken where required.
- You will receive a volunteer job description which will let you know what is required while you are in the project.
- You will have a named Project Coordinator who will be your point of contact for any questions or concerns that may arise.
- You will receive an induction and any required training to support you to do your volunteering role.
- To ensure that you are safe while you are volunteering, for example, insured.
- Be offered other volunteering opportunities.
- Receive thanks and recognition for the time you give.

As a volunteer we expect from you:

- To adhere to and follow the principles of the Sutton Community Project
- To be reliable and let the Project Coordinator know if you are unable to attend with good notice or if you wish to remove yourself from the volunteer list.
- Raise any concerns about other volunteers or a neighbour straight away.
- To behave and act in line with policies shared at the ethos of the project (see below)
- Be aware and report any hazards that you identify while you are volunteering.
- To take part in any required training

- To understand that constructive comments may be offered by your named Project Coordinator to ensure that you are doing the role to the highest standards.

IN OUR **COMMUNITY**
WE LAUGH **LOUDLY**
WE LOVE **DEEPLY**
WE WORK **DILIGENTLY**
WE SPEAK **HONESTLY**
WE ENCOURAGE **LOVINGLY**
WE PRAY **CONSTANTLY**
WE GIVE **GENEROUSLY**
WE FORGIVE **GRACIOUSLY**
WE SERVE **CHEERFULLY**
ALL BECAUSE OF **LOVE**

sutton community project



Key Policies and Procedures



As a volunteer, you need to be aware of, understand and comply with our policies and procedures. This is to ensure that you remain safe while you are volunteering, as well as those who are accessing the service.

- Code of Conduct
- Health and Safety
- Safeguarding
- Volunteer Policy
- Confidentiality Policy (not for all roles)
- Privacy Policy