



**The Melanesian Mission**  
21 The Burlands, Feniton, Honiton, EX14 3UN  
Executive Officer: Mrs Katie Drew

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## **MMUK Volunteer & Intern Policy & Procedure**

MMUK welcomes volunteers and interns and values the contribution they make to its work. To offer to be a volunteer or intern, or just to find out more, contact The Melanesian Mission, 21 The Burlands, Feniton, Honiton, EX14 3UN, telephone (01404) 851491, or email mission@mmuk.net

Volunteers and interns at MMUK are individuals who commit themselves to undertaking a variety of tasks without a contract of employment or financial reward. Volunteers are individuals providing unpaid assistance, either for a single event or on a more regular short- or long-term basis.

Interns are individuals with a particular interest, such as students / researchers undertaking studies / research in a particular field or related subject e.g. climate change. Interns are distinguished from other volunteers by their primary aim of obtaining work experience in their field of interest. The minimum age for volunteers and interns is normally 18 with no upper age limit. Purpose of volunteering and internships

MMUK recognises that volunteers and interns can make an appropriate and valuable contribution to its work and services. Through their donation of labour, skills and enthusiasm, the time needed to complete projects is reduced; and paid staff are enabled to devote more time and attention to tasks requiring specialised knowledge. In this way, volunteers and interns help MMUK to fulfil its mission in a cost-effective manner. In return, MMUK seeks to help them achieve personal goals within a non-profit organisation.

The following sets out the principles, practices and procedures which MMUK will follow in the appointment, training and management of volunteers and interns.

### **Selection of volunteers and interns**

Volunteers/interns are selected on the basis of skills, experience, interests, MMUK's needs and the person's availability for a particular project. They will also be selected on competition of a number of safeguarding checks, depending on their role. For further information read the charity's Safeguarding policies.

Expressions of interest are welcome. They should be addressed to the Executive Officer, who will be pleased to give informal advice. Applications for placement should contain a C.V. and a cover letter with details of the time frame that you would be available, including the number of days per week, and any preferences for the area you would like to work in. Applications are then forwarded to Trustees and are vetted through a selection process. Wherever possible, an interview will be conducted with the prospective volunteer/intern in person or over the phone.

### **Supervision**

Volunteers/interns first point of contact is the Executive Officer who is responsible for monitoring the volunteer's/intern's work, giving feedback and discussing progress. Feedback meetings will be offered frequently, and a final debriefing discussion held at the end of the placement. In the absence of the Executive Officer, the Vice Chair of Trustees is the point of contact.

### **Equal opportunities**

MMUK has a policy of equal opportunities. It is committed to ensuring that the recruitment and treatment of its volunteers and interns are carried out without prejudice regarding sex, marital status, race, nationality, ethnic origin, age, class, sexual orientation, colour, disability or any other grounds which cannot be justified, thus making opportunities as accessible as possible.

Volunteers/interns involved in contact with the general public must have an awareness of the above issues.

### **Relationship between volunteers/interns and paid staff**

Volunteers and interns complement the paid workforce but are not a substitute for employees. MMUK does not replace paid staff with volunteers/interns. The presence of volunteers/interns should not undermine the working conditions of employees. MMUK intends that relations between paid staff and volunteers/interns will be characterised by mutual trust and clear definition of their respective roles.

### **Conflict of Interest**

All trustees, staff, associates and volunteers are required to declare their interests, and any payments (including, but not limited to, benefits in kind such as gifts, hospitality shopping/travel concessions, preferential treatment, etc) received in connection with their role at MMUK where such interests would, or might, conflict with, or otherwise influence their decision-making in respect of the charity's activities.

As the nature and issues involved in Conflicts of Interest can vary considerably there is no prescribed form for declaring a Conflict of Interest. If you have, or think you might have, a Conflict of Interest, as described in the section above you must inform the Vice Chair and declare your Conflict of Interest or involvement at the earliest opportunity.

### **Safeguarding & Other Policies**

Before beginning the placement, volunteers and interns will be asked to read the charity's safeguarding policy and other policies relevant to their placement, and may be required to provide references and or complete a DBR check.

All volunteers will be required to read the charity's policy and procedure on Social Media.

### **Key areas of work & location**

Each volunteer or intern will be given a jointly agreed list of tasks and responsibilities at the beginning of their placement. These will be reviewed during the time spent with the charity.

Location of work will usually be the volunteer's / intern's home. Access to a telephone, computer and internet will usually also be required. MMUK will not be able to provide this equipment.

### **Expenses**

MMUK reimburses volunteers' and interns' travel expenses with receipts. Other expenses will need to be approved in advance by MMUK.

### **Confidentiality**

MMUK regards volunteers' and interns' personal data as confidential. Volunteers/interns are expected to treat any information relating to MMUK, its membership and operations, to which they may have access both during and after the placement period, as confidential.

### **Copyright**

Volunteers/interns must not download, copy or transmit to third parties the work of the charity without permission, as this may infringe copyright.

### **Insurance**

Volunteers/interns carrying out their assigned tasks for MMUK are covered by the charity's Employers' Liability insurance.

### **Disputes and complaints**

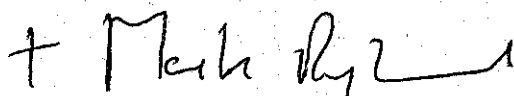
We hope and intend that all periods of volunteering and internship will be happy and rewarding to all parties, occasionally, however, things go wrong. Any problems that may arise on either side should be resolved through informal discussion. If the issues prove to be irreconcilable, either side has the option to terminate the arrangement with immediate effect.

Any complaints should be taken to the Executive Officer, and if unresolved to the Vice Chair of Trustees.

### **On Completion of Placement**

MMUK will ask all volunteers and interns to write a short report on their time with the charity. Any items which were loaned to the volunteer for the placement must be returned to the charity. Confidentiality agreements remain in place even after the placement has finished.

Approved



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Signed and dated by Chair of Trustees  
Date of next review 2024

17/11/22