



POLICY:

Volunteering Policy



**BRAZILIAN
CULTURAL
CENTRE**

midlands - united kingdom

Policy Owner: Simone Dias
Policy approved by: The Board
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Introduction

The **Brazilian Cultural Centre** in Nottingham, UK, recognizes the invaluable contribution of volunteers in achieving our mission and goals. This Volunteering Policy outlines our commitment to volunteers and provides guidance on their roles, responsibilities, and rights while volunteering at our organization.

Mission Statement

The mission of **the Brazilian Cultural Centre** is to promote Brazilian culture, heritage, and the arts in the local community. We aim to foster a sense of unity, diversity, and inclusion through cultural exchange and educational initiatives.

Objectives of the Volunteering Policy

This policy aims to:

- Define the roles and responsibilities of volunteers within the organization.
- Ensure a safe and inclusive volunteering environment.
- Recognize and appreciate the efforts of volunteers.
- Promote diversity and inclusion in volunteering opportunities.

Principles of Volunteering

Equality and Diversity: We are committed to providing volunteering opportunities that are open to all, regardless of age, gender, race, religion, disability, sexual orientation, or other protected characteristics. We value diversity and promote an inclusive environment.

Inclusivity: Volunteers will be treated with respect and dignity. We are committed to creating an inclusive atmosphere where volunteers can contribute their skills and ideas effectively.

Clear Expectations: Roles and responsibilities of volunteers will be clearly defined and communicated to ensure that volunteers understand their tasks and commitments.

Support and Training: Volunteers will receive appropriate training and support to perform their roles effectively. We will ensure access to resources and information needed for volunteers to succeed.

Health and Safety: We prioritize the safety and well-being of volunteers. Adequate measures will be in place to identify and mitigate potential risks in volunteering activities.

Confidentiality: Volunteers may have access to confidential information. They are expected to maintain the confidentiality of such information and adhere to the organization's data protection policies.

Appreciation and Recognition: We will recognize and appreciate the efforts of our volunteers through various means, such as certificates, appreciation events, or letters of recommendation.

Volunteer Roles and Responsibilities

Volunteers at the **Brazilian Cultural Centre** may be involved in various roles, including but not limited to:

Event Support: Assisting in organizing and promoting cultural events, exhibitions, and workshops.

Marketing and Promotion: Contributing to social media campaigns, creating content, and helping with marketing strategies.

Language Teaching: Providing Portuguese language classes or assisting in language-related programs.

Administrative Support: Assisting with administrative tasks, such as data entry, record-keeping, and communication.

Fundraising: Participating in fundraising activities and grant writing, if applicable.

Cultural Liaison: Act as a bridge between the Brazilian and local communities, promoting cultural understanding and exchange.

Recruitment and Selection

Volunteers will be recruited based on their skills, qualifications, and suitability for the role. The selection process will be fair and transparent, adhering to the principles of equality and diversity.

Training and Support

Volunteers will receive appropriate training and orientation to perform their roles effectively. This may include training on our mission, policies, and specific job responsibilities.

Supervision and Feedback

Volunteers will have a designated supervisor or mentor who will provide guidance, support, and regular feedback on their performance. Volunteers are encouraged to seek assistance or raise concerns with their supervisor as needed.

Expenses

The organization may reimburse volunteers for reasonable and pre-approved expenses incurred while carrying out their duties.

Grievance and Dispute Resolution

If a volunteer has concerns or grievances, they are encouraged to raise them with their supervisor or the designated point of contact within the organization. The organization will address such concerns promptly and in accordance with our grievance procedure.

Termination of Volunteering

Volunteers may choose to end their volunteering commitment with reasonable notice. The organization also reserves the right to terminate a volunteer's involvement for reasons such as misconduct, breaches of policies, or inability to perform assigned tasks.

Review and Revision

This Volunteering Policy will be reviewed periodically and updated as needed to ensure its effectiveness and compliance with legal and regulatory changes.

By volunteering with the **Brazilian Cultural Centre**, you agree to abide by this policy and support our mission and objectives. We thank you for your valuable contribution to our organization and the promotion of Brazilian culture in our community.