



1. Introduction

Belfast 89FM is a community Radio station entirely run by volunteers. Our aim is to provide an entertaining, informative and interactive local radio service for the 55+ age group in the Belfast area. While volunteering, all our broadcasters are expected to behave professionally on air at all times. It is necessary to be accurate and responsible. Our regulator is Ofcom.

We aim to involve more people more effectively in volunteering to help solve real problems and enrich communities while making great radio.

Strategy

- We believe that whatever your age you can learn many new skills if you wish
- We work with volunteer involving organisations to improve the diversity and quality of volunteer placements.
- We provide a friendly, professional and supportive environment
- We give potential volunteers the means to access suitable volunteering opportunities.
- We help people who might otherwise have found themselves excluded to take part in their communities.

Belfast 89FM is committed to involving volunteers directly within the organisation to:

- Produce and Present Radio Programmes
- Assist with Marketing and PR
- Give Technical assistance
- Be Programme assistants
- Make sure we are responsive to the needs of our listeners.
- Provide different skills and perspectives.
- Offer opportunities for participation by people who might otherwise be excluded.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

Belfast 89FM will

- Treat you with respect and value your contribution
- Give you sufficient training and information to carry out your role effectively
- Listen to and act upon your suggestions and comments
- Recognise that voluntary work brings benefits to volunteers themselves and to our listeners



- Work positively with volunteers and, where appropriate, will actively seek to involve them
- Recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to involve volunteers from a wide range of backgrounds, ages and abilities and ensure our volunteering opportunities are as accessible as possible

3. Recruitment

Recruitment of volunteers will generally be from all sections of the community, and will be in line with Equal Opportunities Policy.

People interested in becoming volunteers with *Belfast 89FM* will be invited for an informal talk with two board members. They will be given an opportunity to find out more about the station and to tell us how they might like to be involved. We then provide specific information on the volunteer posts in which they are interested. Volunteers will be given role specific induction and training

All broadcasting volunteers will be asked to sign a legal document to say they have read and understood the Ofcom programme code for broadcasting. We also expect you to:

- Make and honour a commitment to carry out your role punctually and reliably
- Give reasonable notice of non-attendance
- Respect and value fellow volunteers
- Familiarise yourself with our philosophy
- Represent the station proudly and professionally

Every volunteer role will undergo a risk assessment.

4. Volunteer Agreements and Voluntary Work Outlines

Volunteers will receive a role description containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken. This includes training and induction for:

- Presenters and Producers for daytime magazine shows
- Co-Presenters



- Co-Producers
- Presenter/Producers for general shows
- Presenter Producers weekend shows
- Contributors
- Marketing and PR assistants
- Technical assistants

6. Support

Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed. Where the volunteering role is emotionally demanding these sessions also give volunteers the opportunity to access emotional support from the organisation.

7. The Volunteer's Voice

Volunteers will be consulted in decisions which affect them. Belfast 89FM is committed to developing consultation and representational procedures for volunteers.

8. Records

Minimum details will be kept on volunteers. This will include contact and volunteer role details, crisis contact, correspondence and any other relevant information, all kept in accordance with *data protection law*

9. Insurance

Volunteers will be covered by insurance while carrying out agreed duties.

10. Health and Safety

Belfast 89 FM will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with Health and Safety guidelines.



12. Equal Opportunities

Volunteers and staff will work in accordance with equal opportunities legislation and will prevent discrimination on any grounds.

13. Problems

Belfast 89FM has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have with their named management contact at any time.

14. Endings

When volunteers move on from their role at Belfast 89FM they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully with *a member of the management team*.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options.

Belfast 89FM has a policy on how it will deal with any disciplinary issue regarding a volunteer.

15. Monitoring and Evaluation

Belfast 89FM will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.