



Staffing and Volunteering Policy

1. Purpose

1.1 The purpose of this policy is to establish clear guidelines and procedures for the recruitment, management, and engagement of both paid staff and volunteers at Empowered To Thrive CIC.

2. Recruitment and Selection

2.1 Equal Opportunity

2.1.1 Empowered To Thrive CIC is committed to providing equal opportunities for all individuals, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

2.1.2 All recruitment decisions will be based on merit, qualifications, and organizational needs.

2.2 Qualifications and Experience

2.2.1 Job descriptions and person specifications will be developed for all roles, outlining the skills, qualifications, and experience required.

2.2.2 All candidates, both for paid staff and volunteers, will be assessed against the established criteria.

2.3 Background Checks

2.3.1 Background checks, including criminal record checks and reference checks, will be conducted for all paid staff and volunteers before they commence their roles.

2.3.2 Individuals with certain criminal convictions may be disqualified from certain roles in accordance with legal requirements.

3. Role and Responsibility Definitions

3.1 Staff

3.1.1 Staff members are individuals employed by Empowered To Thrive CIC in paid positions. They are entitled to benefits, remuneration, and are subject to employment contracts.

3.1.2 Staff members are responsible for carrying out their assigned duties, adhering to policies and procedures, and contributing to the overall success of Empowered To Thrive CIC.

3.2 Volunteers

3.2.1 Volunteers are individuals who offer their time and services to Empowered To Thrive CIC without financial compensation. They are not entitled to benefits or remuneration.

3.2.2 Volunteers play a crucial role in supporting Empowered To Thrive CIC' mission and activities. They are expected to adhere to the same policies and procedures as paid staff.

4. Onboarding and Training

4.1 Staff

4.1.1 New staff members will undergo a comprehensive onboarding process that includes an introduction to Empowered To Thrive CIC' mission, policies, and procedures.

4.1.2 Staff members will receive relevant job-specific training to ensure they are adequately prepared for their roles.

4.2 Volunteers

4.2.1 New volunteers will receive an orientation that includes an introduction to Empowered To Thrive CIC, its mission, and an overview of policies and procedures.

4.2.2 Volunteers will receive training relevant to their roles to ensure they can effectively contribute to Empowered To Thrive CIC' activities.

5. Supervision and Evaluation

5.1 Staff

5.1.1 Staff members will have regular performance evaluations, providing feedback and identifying opportunities for growth and development.

5.1.2 Supervisors will provide ongoing support and guidance to staff members.

5.2 Volunteers

5.2.1 Volunteers will receive ongoing support and supervision to ensure they can perform their roles effectively.

5.2.2 Volunteers will have opportunities for feedback and evaluation to recognize their contributions and address any concerns.

6. Termination and Exit

6.1 Staff

6.1.1 Staff members may be terminated in accordance with Empowered To Thrive CIC' employment policies and applicable laws.

6.1.2 Terminated staff members will receive the necessary support and resources for a smooth transition.

6.2 Volunteers

6.2.1 Volunteer positions may be terminated by either the volunteer or Empowered To Thrive CIC with notice.

6.2.2 Exiting volunteers will receive recognition and gratitude for their contributions.

7. Confidentiality and Data Protection

7.1 Staff and Volunteers

7.1.1 All staff and volunteers are required to handle participant and organizational information with strict confidentiality, in compliance with Empowered To Thrive CIC' data protection policies.

11. Regular Review

Our handbook will be reviewed regularly and amended as and when required.

