

The Rising Sun Arts Centre Volunteer Policy

Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.

1. Values

- a. The Rising Sun Arts Centre is a small, independent arts centre, which for 35 years has been staffed and run by volunteers.
- b. The Rising Sun is a registered charity governed by a board of Trustees with three part-time paid workers. All the core work of the centre is done by volunteers and the centre survives on the basis of earned income with occasional funding for specific projects.
- c. The centre's core values are creativity, knowledge and participation. Creativity is a key motivating force for our volunteers in all the work they do at the centre. The Rising Sun encourages participation from all areas of the local community in order to promote inclusion and collaboration in the arts.
- d. Insofar as The Rising Sun benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

2. Why volunteers are involved

- a. All of the events that happen at the centre are managed by volunteers without the benefit of core funding or full time staff. Volunteers shape the programme, promote the centre, make decisions relating to the centre and much more.
- b. The Rising Sun values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the local community and bring a unique perspective to all our work.
- c. The Rising Sun recognises the core role that volunteers fulfil at every level of the organisation. It endeavours to communicate with volunteers in appropriate ways, including regular e-mails. It also recognises the importance of seeking volunteers' ideas and opinions. Feedback from volunteers is always welcome and any volunteer may make suggestions in meetings.

3. The role of staff in delivering volunteering.

- a. There are usually three part-time paid members of staff at the centre, working approx. 40 hours per week. Paid staff are here to facilitate the work of volunteers. Staff give volunteers all the support they need to be able to manage various projects and processes.
- b. The Programme and Volunteer Support Worker is responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to volunteers. All staff required to undertake such duties have been provided with training in the management, supervision, support and training of volunteers.

4. Volunteer roles.

- a. Our volunteers are able to take part in a variety of different roles. These include, but are not limited to, the following:
 - i. Programming
 - ii. Marketing

- iii. Work on specific projects
- iv. Bar staff
- v. House managers
- vi. Door staff
- vii. Building maintenance
- viii. Cleaning
- ix. Supporting other volunteers
- x. Sound

5. Equality, diversity and inclusion.

- a. The Rising Sun strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.
- b. The Rising Sun is committed to serving and representing all the people of Reading and wishes to see all sections of the community represented among our volunteers. Furthermore, The Rising Sun aims to regularly review the make-up of the volunteer team to identify and target any under-represented group(s).

6. Induction and training.

- a. Volunteers are provided with a written guide to volunteering, which outlines the expectations and responsibilities of both the volunteer and The Rising Sun. This agreement may be reviewed at any time with the consent of the volunteer and his/her supervisor.
- b. All volunteers will be able to have a “settling in” period, the length of which depends on personal preferences. During this period, the volunteer is able to attend meetings and shadow other volunteers in order to make an informed decision about whether or not they would like to volunteer at the centre.
- c. At the end of this “settling in” period, volunteers will be provided with a full induction to the centre. At this point, training needs will also be discussed.

7. Health & Safety and Insurance.

- a. Volunteers are covered by the centre’s health & safety policy and insurance.

8. Expenses.

- a. Volunteers will be reimbursed out of pocket expenses that have been agreed with paid staff or the board of trustees. Receipts must be provided.

9. Confidentiality.

- a. A volunteer database is kept with names, roles and contact information provided by volunteers. This information will not be shared with anyone outside of the organisation.

10. Review.

- a. This policy is to be reviewed in October 2017.