

Welcome to....

DDO 
MUSIC
INSPIRE, CREATE...TRANSFORM

Volunteer Handbook



CONTENTS

- 1 – Contents
- 2 – Welcome to DD8 Music
- 3 – Dear Volunteer
- 4 – Our Mission, Vision and values
- 5 – Volunteering at DD8 Music
- 6 – What can you expect from us?
- 7 – What do we expect from you?
- 8 – Induction and training
- 9 – How will you be supported?
- 10 – Policies
- 11 – Useful information



WELCOME!

This handbook has been compiled to serve as your introduction to volunteering at DD8 Music and to welcome you into our organisation.

Volunteers are vital to our work and community, and we hope that you find your time with us as rewarding for you as it is for us. Inside will be everything you need to know about what volunteering at DD8 Music!



Dear Volunteer

Everyone here at DD8 Music would like to thank you for taking your first steps on your volunteering journey with us and our charity. Volunteers are extremely important to us and without them we wouldn't be able to achieve our goals as an organisation. From helping run our guitar groups, to supporting youth group sessions, from making our yearly festival Bonfest run like clockwork, to running our social media, volunteers are the life blood of our organisation.

Our Person-Centred Volunteering programme has been created so that not only can you help us to reach our goals, but also so that we can support you to reach your own goals too! Whether you are aiming to build confidence, gain experience, work on your career skills or simply looking to get involved in your community we hope your time with us is as rewarding as it is enjoyable!

DD8 Music is an exciting place to be, no two days are the same and there is so much space for new ideas and to grow as part of a diverse and welcoming community. We hope that everyone who works with us will find their time as enjoyable as it is rewarding.

Welcome aboard!

DD8 Music

OUR MISSION

To empower, inspire and transform lives through the power of creativity, music and community led activity.

OUR VISION

Inspired, creative and transformed communities.

OUR VALUES

Cultivating Creativity – we will strive to enable everyone to explore their own creativity through a variety of artistic mediums.

Inclusion – We will include the voices and opinions of those we engage with – our young people, our volunteers, and our community in everything we do and be led by them.

Equality – We will always look to promote opportunities for all and ensure that every individual has an equal opportunity to make the most of their lives and talents.

Passion – Everything we do - we will do with passion

Volunteering at DD8 Music

DD8 Music's activities are diverse and exciting! Throughout the year there will be a whole raft of volunteering opportunities available - from assisting with our Young People groups, music tuition, Art projects and our live events including our yearly music festival - Bonfest!

During your induction and training we will discuss with you what opportunities are currently available and what opportunities will be available in the future.



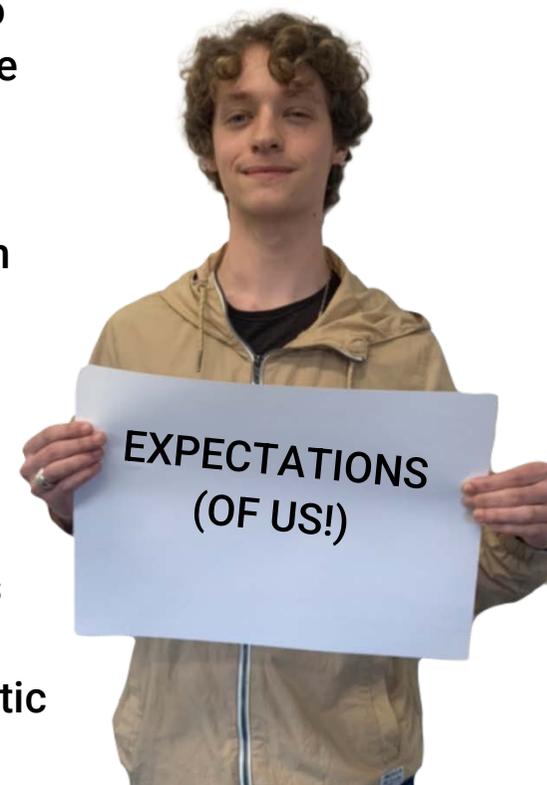
What can you expect from us?

Each volunteer will be supported and supervised by a designated member of staff within the organisation (your supervisor). This will usually be our Volunteer Coordinator, alongside workers coordinating the activities you will be supporting. The supervisor will provide guidance, support, and supervision to you to ensure that the volunteering experience is a positive and rewarding one, that your feedback is taken on board, and you are involved in decisions which affect you.

Volunteering is based on trust and mutual understanding. There is no obligation to attend or to undertake tasks. However, there needs to be mutual support, and a shared set of expectations:

Volunteers can expect:

- To have clear information about what is and is not expected of them
- To receive adequate support and training
- To be insured and to volunteer in a safe environment
- To be treated with respect and in a non-discriminatory manner
- To receive reimbursement for reasonable expenses, including travel and meals
- To have opportunities for personal development, including trainings
- To be recognised and appreciated
- To be able to say 'no' to anything which they consider to be unrealistic or unreasonable and know what to do when something goes wrong



What do we expect from you?

- To be reliable, punctual, open, and honest
- To represent DD8 in a positive light
- To uphold the organisation's values and comply with organisational policies
- To make the most of opportunities given, e.g., for training
- To contribute positively to the aims of the organisation and avoid bringing the organisation into disrepute
- To carry out tasks within agreed guidelines, to the best of your abilities
- To always adhere to DD8 Music's policies relevant to your position at all times.
(Relevant policies will be provided to you during induction)



Our aim is that volunteering at DD8 Music should be fun, rewarding and an opportunity to gain new skills and experience. If at any time you feel like your experience at DD8 Music falls short of this aim, please speak to your supervisor so we can look to improve your experience and time at DD8 Music.

Induction and training

Volunteers will receive a full induction and training for their role which will include:

1. An introduction to other volunteers, staff members & tour of DD8 Music's buildings with particular attention to the location of exits and the assembly point
2. A copy of the Volunteer Handbook containing copies of DD8 Music's policies relevant to your role
3. Expenses Form and instruction as to its completion
4. Health and Safety procedures including verbal instruction regarding the Fire Evacuation Procedure
5. Housekeeping e.g., use of DD8 Music's facilities, location of toilets
6. Role specific training, including working with young people, safeguarding, boundaries and best practice

Volunteers will both receive a formal training session as part of their induction (a group session no more than a few hours), as well as "on the job" training as part of their volunteering sessions. There will also be the possibility of future trainings and development i.e first aid etc to help support

you in your role and to develop your own skills.

How will you be supported?

Each volunteer will have a named supervisor. The supervisor is responsible for training and supporting the volunteer, as well as giving feedback and answering queries, as well as addressing any problems. They will also plan work for the volunteer and coordinate their development goals.

Volunteers and supervisors will agree on appropriate arrangements for catch-up sessions. Usually these catch ups will take place every couple of months, but this will vary according to the nature of the role and how often you volunteer.

We also aim to hold informal volunteer meetings every 3-4 months so that volunteers can all meet one another, have a chance to catch up and talk to staff about how things are going, as well as sharing ideas, news, and information. These are optional but will help everyone feel like they are part of the organisation beyond their individual volunteering sessions.

We also have a discord server with a dedicated room for volunteers, which will help everyone keep in touch and share their experiences. This is in addition to our regular social media (facebook/Instagram) where we will share the latest news and information and you can keep up with what else we are up to.

Policies

All DD8 staff and volunteers need to have a good idea not only of what we do, but also how our organisation runs and some of the rule and procedures we have. As part of your induction pack this handbook came with, we've provided the policies you'll need to read through to understand your part in DD8's overall structure. There's a list below, with a brief description, which you can check off when you've read them.

- Child Protection Policy
- Problem Solving Procedure
- Volunteer Policy
- Data Protection
- Health and Safety
- Equality, diversity, and inclusion
- Manual handling
- Safeguarding adults
- Safeguarding
- Problem Solving Procedure

Useful information

Address:

29 Bellies Brae
Kirriemuir
DD8 4AE

Volunteer Coordinator:

Alaric Kime

alaric@dd8music.com

07916302903

Signal/sms/whatsapp/discord

Working hours: Wed/Thurs, 9.30am -5.30pm

Website: www.dd8music.com

Facebook: <https://en-gb.facebook.com/dd8music/>

Instagram: <https://www.instagram.com/dd8music/>

