

## **IFI VOLUNTEER POLICY**

The IFI recognises that volunteers make a valuable and vital contribution to the effective operation of the organisation. IFI also recognises that when based on sound principles, volunteering benefits the volunteers, the company, and the community which profits from these services. This policy is designed to meet the needs of IFI and its volunteers and to ensure positive outcomes for both parties.

### **Purpose**

The purpose of this policy is to:

- Provide guidance on the Irish Film Institute's volunteer programmes.
- Define the role of volunteers within the Irish Film Institute
- Outline the supports provided for volunteers in the Irish Film Institute
- Ensure that volunteer involvement in Irish Film Institute is in line with best practice in the volunteer management sector

### **About the IFI**

The Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences, and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar; and our four digital streaming platforms, IFI@Home, IFI Archive Player, IFI@Schools and IFI International. The IFI has developed strategic objectives around three core activities:

- **EXHIBIT:** Providing audiences throughout Ireland with access to the finest independent, Irish, and international cinema.
- **PRESERVE:** Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- **EDUCATE:** Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

Working at the IFI means an opportunity to be dynamic, creative, and part of a community that is passionate about what they do and values mutual trust and respect. Our values reflect what is important to us at the IFI. They guide our efforts, define our culture, and shape the way we approach our core activities – Exhibit, Preserve and Educate.

## **Volunteer Recruitment and Management**

The recruitment of volunteers is at the discretion of IFI Management. Volunteers will not be used to replace paid workers in any service offered by IFI. IFI recruits volunteers for one-off tasks, for ongoing work, or for specific Festivals and events. These activities might include one or more of the following

- Festival Support: Front of house, Ticketing, Market Research
- Event Support: Front of house, Ticketing, Market Research
- General Administrative Support: Supporting IFI Administration in specific projects

### *Recruitment Procedure*

Applicants who are interested in volunteering with the IFI, should as a first point of interest, download the volunteer form at [www.ifi.ie/volunteer](http://www.ifi.ie/volunteer) and complete the volunteer application form. The Volunteer page of the IFI website will advertise any current volunteering opportunities if there are any available. If there are no current positions available, this should not in any way dissuade the applicant from completing the volunteer application form as it will go on file for any future opportunities. All volunteers can expect to receive acknowledgement of their application and its status.

### **Under 18's and Garda Vetting**

It is the IFI's policy that all Volunteers must be 18+ years of age to volunteer within the organisation. Adult Volunteers working with persons under the age of 18 must be Garda vetted and cannot volunteer with the IFI until such a time as vetting process is complete.

### **Confidentiality**

IFI upholds the rights of volunteers to dignity, privacy and confidentiality of information regarding their background, health status and other personal information and will take steps to ensure that privacy is maintained under all reasonable circumstances. All volunteers should be aware of and understand the IFI's Data Protection Policy on privacy and confidentiality.

Any volunteers aged under 18 must have an in-date parental consent to volunteer and/or a letter of reference from school/college/employment as appropriate. Furthermore, volunteers under the age of 18 will fall under the IFI Child Safeguarding Procedures and will work within IFI Education's volunteering and TY Work Experience programme. See <https://ifi.ie/learn/work-experience-and-volunteering/> for more details.

## **Volunteer Training, Support and Development**

IFI will provide volunteers with work that is appropriate to their skills, abilities and availability. IFI will ensure that volunteers receive appropriate in-house training relevant to their tasks prior to commencing work. All volunteers recruited to IFI will have a specific IFI Supervisor appointed to them and this staff member acts as a primary point of contact between the volunteer and IFI. That Supervisor will also be responsible for providing orientation to the workplace, assessing the volunteer's training needs and arranging training where necessary, providing work that is appropriate to the volunteer's skills, capabilities, availability and wherever possible to their personal interests, and providing feedback to the volunteer about their work and resolving any issues that arise.

### *IFI Responsibilities*

IFI recognises its responsibilities toward volunteers, and undertakes to:

- Treat volunteers with respect as co-workers
- Provide the volunteer with information about the organisation, and the organisation's policies relevant to volunteers: Health and Safety, Data Protection, Bullying & Harassment, Disciplinary, Grievance
- Provide the volunteer with work that is appropriate to their skills, abilities, availability and where possible to their individual interests.
- Provide volunteers with the resources, information, training and support they need in order to do their work
- Provide continuing training on the job where necessary as a follow up to initial training, providing information about new developments
- Provide sound guidance and direction
- Provide the volunteer with opportunities to offer feedback and express concerns that arise during their work with IFI
- Ensure volunteers are aware of the boundaries/limits of the Volunteer programme

### *Volunteer Expectations*

Volunteers are expected to conduct their duties in a cooperative and professional manner.

IFI expects volunteers:

- To be reliable and arrive on time and to notify the supervisor if running late
- To act as ambassadors for the organisation, acting at all times courteously and professionally
- To respect the privacy and dignity of staff, clients and fellow volunteers, behaving with integrity at all times
- To give feedback to the IFI on their volunteering experience, communicating relevant important information
- To be accountable and accept evaluation

- To acknowledge that final decisions around roles and responsibilities are made by the IFI
- To undertake training and have a good understanding of the project, where relevant
- To ask for support when it is needed
- To maintain a positive, optimistic and non-judgemental attitude

### *Insurance for Volunteers*

All active volunteers are covered by the IFI's Employee Public Liability Insurance

- Volunteer medical insurance is not covered by the IFI
- IFI does not cover the cost of personal medical expenses or insurance of personal belongings of volunteers within the volunteer houses or on service premises. Volunteers must ensure they have their own personal insurance on valuable items that they bring on their placement

### *Volunteer Feedback*

The IFI staff member assigned to supervise and support the volunteer will communicate with the volunteer after their assigned project to obtain feedback on:

- The IFI Volunteer Programme
- Volunteer Duties
- IFI Volunteer Application Process
- IFI Volunteer Support
- General Feedback

### *Expenses*

IFI does not cover travel or sustenance expenses for its volunteers but recognises that volunteers can incur expenses when providing a service. Reasonable expenses will be reimbursed by prior agreement with their supervisor. Volunteers anticipating claiming such expenses should discuss the matter in advance.

### *Complaints Procedure*

Volunteers who have a complaint or grievance should raise the matter with their immediate supervisor in the first instance. If this is not appropriate or not successful, the volunteer should approach the Line Manager of the relevant department.