



christian **partners** in africa

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# Volunteer Information Pack



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**Welcome to the CPA team, thank you for taking an interest in volunteering!**

Christian Partners in Africa is a registered charity based in Lincoln, England. We work in partnership with African churches, development agencies and committed individuals to bring hope, inspire change and empower individuals, families and communities living in poverty in Africa.

Strong relationships are integral to the way we work, and allow us to work closely with our Africa partners to motivate and enable people and communities to help themselves.

We are primarily involved in childcare and education. We are convinced that by nurturing the physical, educational, emotional, and spiritual needs of a child, they will flourish irrespective of which country they are born in.

At CPA, we firmly believe that we must begin with people and relationships, not with data and analysis. If people do not change then little else changes in the long term. We must also focus on more than just making people 'better off' - amassing wealth does not, on its own, guarantee well-being. Our development approach looks towards healing and restoring body, mind, spirit, and community.

## Our aim is to:

- befriend and work alongside vulnerable people in Africa.
- see their basic needs satisfied and dignity and hope restored.
- see them living in just, peaceful and harmonious relationships, with each other, with the outside world and with God.
- see them realise their full potential.

Our role in working with communities in Africa is not that of 'answer givers' or 'problem solvers' but as people who work alongside those in need, trying to help them discover this potential. In this role, we look to ensure that the process of development belongs to the people.

In order to best serve our partners in Africa we rely on volunteers in the UK. All of whom are valuable and valued in helping to achieve our aims. As a volunteer we see you as part of the team. Any team can only be effective if all its members are pulling together in unison. Our volunteers are essential to the workings of CPA.

We are delighted to have you on board and will do all that we can to make your time with us as rewarding and fulfilling for you as we can.

This handbook details your role as a volunteer and outlines how we intend to involve you in the work of CPA.

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## VOLUNTEER POLICY

- CPA believes in volunteering and its value to individuals and society.
- We believe that diversity in voluntary contribution enriches our effort.
- We believe that tolerance and trust are fundamental to volunteering.
- We believe in the value of individual and collective action.
- We aim to promote volunteering as a powerful force for social change both for the individuals who volunteer and the projects for which they work.
- CPA will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place to contribute to the work of the charity.
- CPA does not aim to introduce volunteers to replace paid staff.
- We expect that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.

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## **VOLUNTEER RECRUITMENT AND SCREENING**

The work of CPA is motivated by our Christian faith and we ask that volunteers be sympathetic to our values. We welcome volunteers from the wider community and our recruitment practices will reflect this.

People wanting to volunteer with CPA should, in the first instance, contact the CPA office. In some circumstances we may carry out an informal interview in order to best place you within the organisation.

For positions where the volunteer will be working with people under the age of 18 and / or with vulnerable adults, volunteers will be required to apply for a DBS enhanced disclosure.

## **DIVERSITY POLICY**

CPA is firmly committed to diversity in all areas of its work. We believe that we have much to learn and profit from diverse cultures and perspectives, and that diversity will make our organisation more effective in meeting the needs of our stakeholders.

We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and experiences are able to participate and contribute.

## **INDUCTION AND SUPPORT**

We will provide an induction appropriate to you on the work of CPA, its staff, your volunteering role and the ongoing training you may need to meet the responsibilities of this role.

In the induction we will explain the standards we expect for our services and encourage and support you to achieve and maintain them.

You will be given a named person who will meet with you to discuss your volunteering and any achievements and problems. On both an informal and formal basis volunteers may speak to Ruth Cook (Office Manager), or Paul Quincey (Director of UK Partnerships), at any time to talk about issues or make suggestions.

Our Board of Directors are volunteers and therefore understand the value of volunteering within the organisation. If you have any concerns and / or issues you would like to share with the Directors, please feel free to raise them with Paul. Volunteers can also expect support from all members of the CPA team.

## **VOLUNTEER AGREEMENT AND VOLUNTEER OUTLINES**

Although CPA has no intention of creating a contract with any volunteers it does have a Volunteer Agreement. This sets out both the responsibilities of CPA regarding volunteers and its expectations of the volunteer.

## **EXPENSES**

We commit to reimburse you for any expenses which have been agreed between yourself and your named CPA contact.

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## INSURANCE

CPA's **employer's liability** and **public liability insurance** covers volunteers whilst working on behalf of CPA provided the terms of the policy are adhered to.

If your volunteering role requires the use of your private vehicle for charity business we may require your **car insurance** policy to include business travel. This will be discussed with the named person for your voluntary role. Any cost incurred for this will be covered by CPA.

## HEALTH AND SAFETY

It is CPA policy to ensure that every reasonable step is taken to prevent injury to personnel, damage to property and to protect individuals from possible hazards at work. This includes members of the public as and when they are affected by our activities.

It is each individual volunteer's role to be responsible for health and safety of themselves and the other people they work with.

Please make sure you find out

- **What to do in the event of a fire**
  - Where the fire exits are
  - Where the fire assembly point is
  - What your role is in the event of a fire
  
- **What to do in the event of an accident**
  - Who is the qualified first aider
  - Where is the first aid box and accident book
  - What is the procedure for filling in the accident book

We will equip you with any relevant clothing or equipment, which will enable you to comply with Health & Safety regulations. For more information please see the full Health and Safety Policy.

## PROBLEM SOLVING ARRANGEMENTS

We will try to resolve fairly and in a mutually beneficial way, any problems and difficulties you may have while you volunteer with us or that CPA may have in regard to your suitability or performance. Should you wish to raise an issue with a member of the Board of Directors, please contact Paul Quincey.

## CONFIDENTIALITY

We ask that volunteers work with a level of confidentiality at all times.

Confidential information must only be used or disclosed when authorised or as required by your duties.

Volunteers and staff are expected to adhere to the CPA Child Protection Policy and have a duty of care when dealing with our African partners, particularly through social media.

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