



Volunteer Policy/Handbook

Everything you need to know when becoming an IP1 Volunteer





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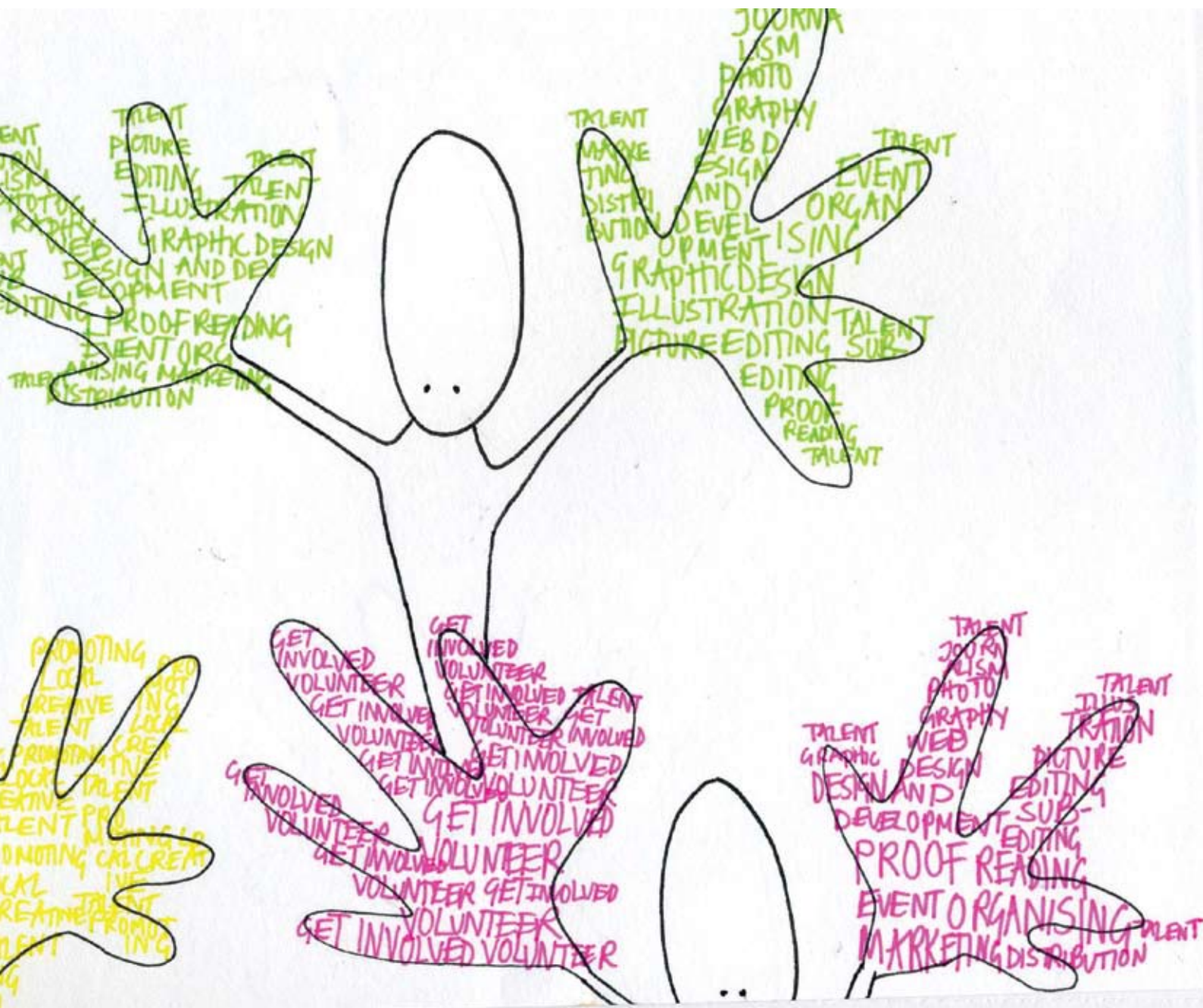
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As an IP1 volunteer you will contribute to innovative, exciting, creative media projects. We will endeavour to help you build up a portfolio of work and develop transferable skills that will support any work/education opportunities you get in the media. A placement at IP1 is fun, you'll meet like-minded people and it will aid your professional development.



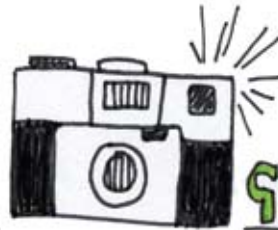
Section 1:

Becoming a Volunteer

ILLUSTRATION



PHOTOGRAPHY.



DISTRIBUTION.

WRITING WRITING JOURNALISM. WRITING WRITING

A volunteering placement at IP1 is about playing to your strengths and building up your skills within a professional setting. We want you to take ownership over the projects you're involved in and help develop them and even suggest your own.

Voluntary Work Currently Available

Contributing to IP1 magazine is by far our most popular project. Most volunteers get involved in some way with the production of the magazine. The roles available include:

Journalism
Photography
Graphic Design
Illustration
Picture Editing
Sub-Editing
Proofreading

Our website is also a big part of what we do and is something you might want to get involved in. The site is constantly evolving so there is always work to be done. Web roles might include:

Copywriting
Web design
Web administration
Photography
Illustration

Our marketing is also very important. We are always refreshing our image so that we appeal to a diverse group of people. Roles in marketing may include:

Copywriting
Design
Illustration
Photography
Research/Feedback
Concepts for marketing

You could also get involved in our illustrators collective. We are running a collaborative project with an end goal of producing an illustrators and artist's workbook, a high quality publication that we will sell at events in the area. In order to contribute artists/illustrators must commit to selling limited edition prints of their work in order to raise funds for the publication.

We are also keen to hear your thoughts and suggestions. Tell us what creative projects you think IP1 should be running and if lots of the team agree we will do our best to facilitate them.

Who Are Your Main Contacts?

Howard Freeman
Project Manager and Editor
howard@ip1zine.com
(First Aid)

Leah Kurta
Volunteer Co-ordinator and Commercial Manager
leah@ip1zine.com

Other Management Personnel

Tom Juby
Web Manager
tom@ip1zine.com

Joel Kurta
Distribution Manager
joel@ip1zine.com

Greg Zbrozek
Image Editor
greg@ip1zine.com

Chris Plowman
Design Manager
chris@ip1zine.com

IP1 Trustees

Tom Juby – Chair: Freelance Web Developer

Brian Holder: Sustainability Officer UCS

Julia Devonshire: Projects Officer The Town Hall Galleries

Greg Zbrozek: IP1 Image Editor and Founder of Drop Out Studios video production company

Lauren Coles: IP1 volunteer

Case Studies:

If you're thinking about joining our team as a volunteer – these case studies might help convince you!

Name: Patricia Vaz Ferreira Age: 17

Working as a volunteer with IP1 has been very beneficial to me as I am now able to appreciate a much wider variety of art, literature and music which has had an effect on the people I now socialise with.

I recommend it to anyone interested in being part of a group with a great dynamic and variety of tastes. It allows you to establish good friendships as well as recognise much of the hidden talent both within you and your local area.

Katy Wilkie Age: 18

Volunteering for IP1 magazine was a step to getting some experience before going to university, with the prospect of working as a journalist after my degree. I have also been studying art and photography at college, and as a hobby at home, which I wanted to carry on in a more structured way.

Joel Kurta Age: 19

I currently manage the distribution for IP1 but I started here just writing the odd music review, before moving on to write articles. There are opportunities to get involved in all the different aspects of a working magazine. I've also previously taken on the role of Music Editor and used my work to go on and get experience at a professional drumming magazine.

Sam Catling Age: 18

I think that seeing how a magazine is put together is really helpful, as I now have valuable industry experience. In team meetings everyone's ideas are thrown together to make it as attractive and appealing as possible. I've also gained experience by being allowed to choose what I write about. There is so much choice including; reviews, interviews, and even writing my own short story.

Matthew Wyard Age: 18

I've been a volunteer at IP1 for the past couple of months and joined wanting to continue creative writing after finishing an English A-Level and to help keep myself busy before going off to university. So far, I have written an album review of Ipswich based band Blacktop Harrison's self titled debut album.

This suited me down to the ground as I have a keen interest in music; especially in the rock genre and music I was given was selected for my tastes and knowledge. I would definitely recommend getting involved in IP1 for anyone with a passion for writing.

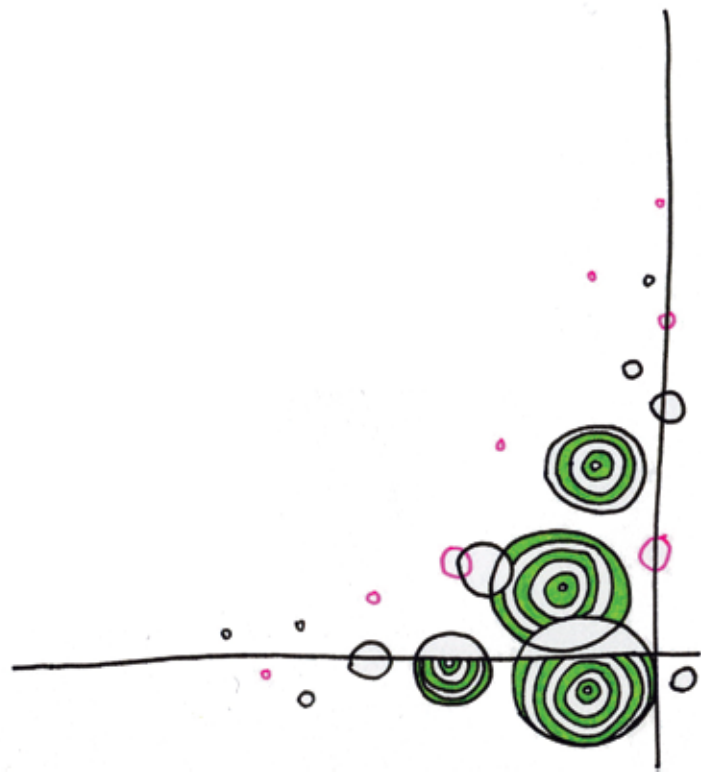
How To Become An IP1 Volunteer: Recruitment And Selection Procedure

Register your interest there are a few ways you can do this

- Online www.ip1zine.com/getinvolved
- Phone 01473 231079
- In person – call into our office

If you are suitable you will be asked to attend an informal induction meeting and fill out a volunteer application form in person at the IP1 office in Ipswich town centre.

We believe that everyone wanting to volunteer with us has something to offer. We have a selection process relative to our projects and target groups. All volunteers are given the opportunity to help plan and develop projects and those who excel in their work and prove themselves to be reliable may also be asked to join the management team.



Induction Checklist

All voluntary placements at IP1 begin with a short induction. Here is what your induction will cover.

1. You will be given a volunteer application form.
2. Howard or Leah will tell you a bit about the organisation.
3. Howard or Leah will tell you about your requirements as a volunteer and what you can expect from us.
4. You will be given the chance to talk about your interests and reasons for wanting to join the IP1 team.
5. You will be shown the equipment available for all volunteers to use and Howard or Leah will explain the signing in and out process.
6. You will be signposted to all the necessary information to do the voluntary work you are set: eg, your unique login details for the volunteer section on our website.
7. You will be told where you can find all health and safety and emergency procedures. Copies of these procedures will be provided for you where necessary.
8. You will be informed of what insurance cover is in force and what you need to do in order to remain covered by insurance.
9. You will be advised to inform the benefits office that you are doing voluntary work, if relevant.

Volunteers wishing to take up positions in management should be aware that IP1 has clear criteria in terms of skills and abilities needed against which we assess volunteers' suitability for particular roles. Management candidates are required to attend a short interview conducted by Howard or Leah and a member of the IP1 management team before the position is approved. Management volunteers are also required to have an Enhanced CRB disclosure which we will sort out for you if required. IP1 will take up references for management candidates where appropriate. If you are unsuccessful in applying for a role in IP1's management team we will give you feedback detailing why.

Volunteer Managers Induction Checklist

1. You will be given the chance to talk about your interests and reasons for joining the IP1 management team.
2. Howard or Leah will tell you what is required of you in your new role.
3. You will be given a risk assessment relevant to your role.
4. You will be given all the necessary information and equipment to do the voluntary work set.
5. You will be informed of what insurance cover is in force and what you need to do in order to remain covered by insurance.





Section 2:

What you can expect from a placement at IP1

We want you to have a high quality volunteering experience, which is why on a placement with us you can expect the following things:

Freedom of Speech

As an IP1 volunteer we want to hear your views and opinions on our project. So, every Thursday at 7pm we hold team meetings in which we encourage you to share your thoughts with us (meetings last anytime between 1-2 hours). We also have volunteer forums where you can discuss your thoughts and get feedback on your work as without your feedback and ideas we can't grow and develop as an organisation.

You can say 'NO'

We understand that every volunteer has different strengths and abilities. When volunteering with us you are under no obligation to do anything you feel uncomfortable with. We understand that new volunteers may need time to settle into their role so please let us know if you can't manage a task we set you. The team will always give you help if you ask for it on tasks you can't complete.

Training

There is no compulsory training required to become an IP1 volunteer. Previous experience can in some fields be helpful but is not always necessary. All we ask is that you are reliable and enthusiastic!

IP1 offers ongoing media training but currently we do not offer any formal training courses.

Portfolios

One of the most important things you will do whilst volunteering with us is to build up a portfolio of your work. This will be invaluable to you when looking for future employment, education or work experience opportunities, particularly within a creative media setting. Many IP1 volunteers have gone on to gain paid employment or university and college places as a result of volunteering with us. We will be happy to supply you with PDF's of your work and we encourage all volunteers to keep a folder of their work.

Award Schemes

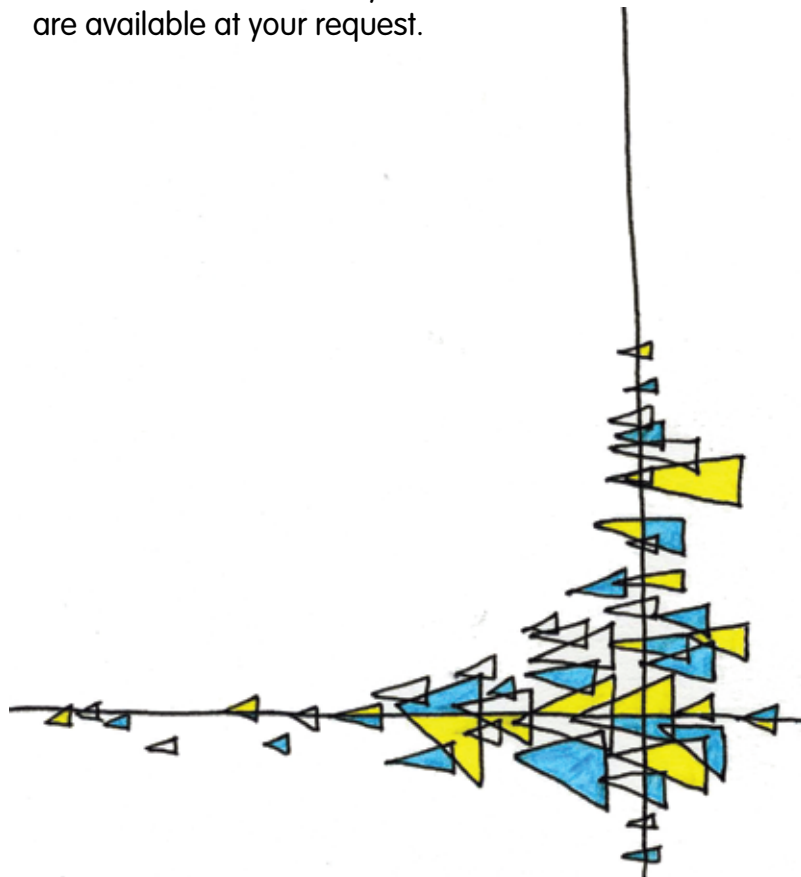
Training and accreditation is a new scheme. By accrediting your work we provide you with a nationally recognised qualification, this may help you get further work experience or gain employment in the creative media sector.

IP1 recognises the value of volunteers' contributions to the magazine and the project overall. As a way of giving you a formal qualification that is nationally recognised, IP1 offer volunteers aged 16-25 the chance to complete an Arts Award at either a Bronze or Silver level. The Arts Award is a national qualification, which recognises how young people can develop as artists and arts leaders.

For more information on the Arts Award please go to www.artsaward.org.uk.

Your Responsibilities To IP1

1. To attend weekly team meetings when you can
2. To let us know if you cannot attend team meetings or any other scheduled meeting, either by phone, text or email.
3. To work to deadlines that we set and ensure you give us at least one weeks notice, if for any reason, you think you cannot make that deadline.
4. To abide by IP1's codes of practice, policies and procedures including (Confidentiality, Equal Opportunities, Health and Safety etc.) These documents are available at your request.



What You Can Expect From Us

1. A high quality, volunteering placement designed with your aims in mind.
2. A supportive environment where you can learn and grow in confidence and ability.
3. Individual support and guidance with your work from Howard or Leah or another appointed manager. This can include one to one meetings or team meetings.
4. Each week minutes from our weekly meetings will be circulated to you. They provide information of any changes to the organisation that may affect you and details of decisions made at the meeting. We recommend that everyone reads them, it will help you keep up to date.
5. We will endeavour to ensure your professional development is one of our main priorities.
6. Volunteers may claim back their expenses when travelling
7. A reference on completion of your placement should you want one

Support

All volunteers have Howard or Leah as their Main Contact. If you are finding your work demanding or difficult, Howard or Leah will be on hand to support you and help you with any problems you may have.

Expenses

IP1 will reimburse volunteer's expenses. Expenses must be claimed with a receipt and by filling out an expense claim form. Typical expenses include travel costs when coming to meetings and lunch or refreshments whilst you are working for IP1. If you are unsure what expenses you can claim back, please talk to Howard or Leah.

Volunteer Records

In order to ensure that a record is maintained of volunteers' work and progress, a personal record is established for each volunteer. This file includes a volunteer application form and details about your placement





Section 3:

Our Policies and Procedures

Underpinning our organisation are key policies and procedures that all volunteers and staff abide by. These policies make sure we operate fairly and in the best interests of everyone involved. They are as follows:

Equal Opportunities

IP1 actively engages volunteers from a wide range of backgrounds and abilities and commits to the necessary resources intended to promote diversity and encourage participation in volunteering by all, regardless of background or abilities.

Continuous Professional Development

While volunteering for IP1 your continuous professional development is of great importance to us. We want to support and empower you so that you grow in confidence and ability. At IP1 you can expect to develop your creative abilities with support from the IP1 team. At IP1 you will to conduct in meetings, communication and management skills. We can also put you in contact with people in the media and arts industries locally as well as support you in any other work placement you chose to do.

Confidentiality Agreement

IP1 staff and volunteers will not disclose any personal details of service users to outside parties. We do ask however, that we can share details such as your phone number or email address with other volunteers that you may be work with.

The confidentiality of service users or personnel will only be breached if any information received by IP1 staff and volunteer managers raises a concern for the safety or wellbeing of an individual.

IP1 is aware that personal details of volunteers may be used in an improper way. The service will therefore take steps under the Data Protection Act 1998 to protect this information.

We ask that as a volunteer you do not discuss IP1 projects that are unconfirmed or pending funding with outside parties.

Data Protection Policy – In Accordance With The Data Protection Act 1998

All personal information given by volunteers to IP1 is held manually in a locked filing cabinet and in an electronic password protected document. The data is for administration use only.

Personal Property

Volunteers are responsible for the care and safe-keeping of their personal property whilst on IP1 premises. We expect volunteers to make adequate insurance arrangements for their property. IP1 accepts no responsibility for loss or damage of personal property brought on to IP1 premises.

Disabled Access

The IP1 offices have disabled access from 9am – 4.30pm. We cannot offer disabled access after this time as our offices are above a bank. We do not hold our own key and this arrangement is something that we cannot change. Should the situation arise that a disabled volunteer would like to become involved in our project we will endeavour to make alternative arrangements for weekly meetings.

Smoking

There is a strictly no smoking policy in the IP1 offices.

Alcohol and Drugs

IP1 is sensitive to issues surrounding drugs and alcohol. We will seek to provide any volunteer with outside help should it be necessary. Volunteers working on the IP1 project are advised to be free from the effects of drugs and alcohol.

Fire Safety

Fire is a risk to all volunteers and staff members. IP1 will ensure that appropriate instruction is given to all volunteers on the premises regarding evacuation procedures. The fire assembly point is outside Clinton Cards on the Cornhill.

First Aid

IP1 will make all volunteers aware of where the first aid points are. Howard Freeman is the first aid provider.