

Fields of Life

Helping Others to Help Themselves



Volunteer Pack

Thank you for supporting Fields of Life! Together, as a team, we can work towards achieving Fields of Life's aims and goals, and help others in East Africa to help themselves. We hope that you give thoughtful consideration to joining the Fields of Life Volunteer programme and that the experience in store will be meaningful and enjoyable.

Volunteer Opportunities

There are a number of different ways to volunteer with Fields of Life. Whether you are skilled or unskilled, you can make a valuable contribution. The following is a list of appropriate volunteering activities:

1. Church Representative

Church Representatives bring alive the work of Fields of Life in their own church. In this role, volunteers are responsible for **passing on information about FOL** to others in their congregation, **informing those who have not heard about FOL**, and **drumming up support** for our work from the congregation. You will receive a presentation pack which will contain: a short DVD highlighting the work of FOL, a power-point presentation, leaflets and up to date newsletters.

2. Short Term Mission Team Member/Leader

FOL provides opportunities for people to **serve abroad** as well as at home. Two-week work teams travel to East Africa (predominantly Uganda) throughout the year and use their life experience, talents and trade to change lives. Many arrive back from the mission having **developed and grown personally and spiritually**. Projects include building, painting, health education, and children's and/or adult's ministry in association with local churches.

3. Fundraiser

FOL is dependent on the generosity of the public to assist in our work, for the people of East Africa. **Without it, FOL could not exist**. As a Fields of Life Fundraiser you will be involved in planning, organising and running as few, or as many, fundraising activities as you wish. What you do, how you do it and when you do it is entirely up to you; but we are happy to help you as much as possible throughout the process.

4. Fields of Life Speaker

FOL Speakers **tell others about FOL**, are **passionate about our work** and our mission statement, as well as being familiar with the needs and challenges in East Africa. By carrying out speaking engagements, they are able to communicate the work of FOL in substantial depth. They might address churches, women's groups, schools, businesses...the list goes on! While we can provide a number of speaking engagements, we would also like volunteers to arrange their own.

5. Administrator

At certain times of the year, the FOL office is extremely busy. For example, December is the time that we receive many Gift of Life requests, twice a year the Child Sponsorship letters arrive, and throughout the year we distribute newsletters and prayers letters. **Administrators roll up their sleeves with a smile, and work with us side-by-side in the office to get even the most tedious mailings out to appreciative child sponsors and donors**.

6. Trainers

We welcome people with **specialised skills** who can assist in preparing training programmes that will be of use in equipping and supporting our partners in East Africa. Some of our trainers are doing fantastic work with our micro-finance scheme, children's ministry, accounting, and teacher training.

7. Prayer Partners

Praying for us is a powerful way to assist the work of Fields of Life. We are a Christian organisation, so at the forefront of all we do is prayer and seeking God's guidance in our mission and work. **Without prayer, and without direction and wisdom from God, we can do nothing**. You can sign up for our prayer letter and keep up to date on recent prayer points. As our work grows in East Africa we are conscious of the need for intercessors to prayerfully support and encourage us. We need people who will organise and lead prayer meeting up to 4 times a year. You will be provided with up to date prayer letters.

8. Consultants

Some volunteers do more **specialised work**, for example in the educational, financial, legal or medical field. We need to know volunteer's particular qualifications, skills or gifts to ensure we make the best use of their area of expertise. FOL has, in the past, been blessed with assistance from doctors, solicitors, teachers, builders, accountants, etc. All have made valuable contributions to the work of FOL and we would not have accomplished much of what has been done today without their level of professional expertise and commitment to using their abilities for the assistance of less privileged communities.

9. Events

At various times of the year we may hold our own special awareness, celebration or fundraising events. Events volunteers may be involved in promoting the event, distributing information, greeting people, collecting tickets, stewarding, manning a FOL stand, etc. **This provides unique opportunities to talk to potential supporters about Fields of Life and generate support.**

Volunteering Questionnaire

Is Volunteering really for you? Let's explore the possibilities of this journey together. . .

Questions

1. Are you at a point in your life where you would like to explore other options?
2. Do you feel you have been fortunate in your life, and would like to extend a helping hand to others?
3. Do you feel passionate about the work of Fields of Life and want to help us bring justice to the people of East Africa?
4. Would you like the opportunity to challenge yourself and test your skills?
5. Do you want to share your knowledge and expertise with others, while learning from them too?
6. Would you like to meet new people and make new friends?
7. Would you like to supplement your CV with new experiences and skills?
8. Would you like to learn and develop work and interpersonal skills?

Points

Yes = 5 points

No = 0 points

Results

31 to 40: Yes, you are ready for exploring volunteer opportunities with a non-profit organisation.

21 to 30: You may be ready to take the plunge as a volunteer, but you need to reflect more on what the commitment to the experience may mean to your life.

11 to 20: You are at the threshold of exploring other avenues, but need to think more on what you may gain from the experience.

0 to 10: The volunteer experience may not be what you are seeking at the moment, but continue to examine what other outlets might suit your needs.



Volunteer Placement Process

Potential volunteers who are interested in taking up a volunteer role must go through a placement procedure, which includes the following steps:

1. Application Process

- Fields of Life will provide all potential volunteers with a full description of each role, outlining specific tasks, responsibilities, goals, reporting requirements, and who the volunteer reports to.
- All applicants will be required to submit a Volunteer Application Form and other relevant forms and paperwork.
- Applicants will have a face-to-face or phone conversation with the FOL Volunteer Co-ordinator for an initial discussion about volunteering with Fields of Life.

2. Interview Process

- The Volunteer Co-ordinator conducts an informal interview with the applicant. This will include an exploration of the applicant's interests, abilities, personality and availability. It will also include a discussion of the various volunteering options, and expectations of both the applicant and of FOL. The interview is an exploratory exercise which will provide both parties with an overview.
- The Volunteer Co-ordinator will follow up on background checks and references given by the volunteer.

3. Placement Process

- The volunteer will sign the relevant Code of Conduct and receive a Volunteer Pack relevant to their position.
- The volunteer undergoes training and orientation prior to beginning the activity.

Training and Orientation

The Volunteer Co-ordinator will meet with the volunteer for one hour for an orientation session on Fields of Life and volunteering. This is to ensure they feel comfortable with and understand the workings of the organisation. It is designed to provide them with background knowledge of Fields of Life and to help them see how they can contribute to its aims.

Orientation will include information on the purpose, mission, values and history of Fields of Life, as well as plans for the future. Orientation will also involve a discussion of the structure and projects that FOL is involved in, and information about how the volunteer can contribute to various projects. The volunteer will be made aware of relevant policies, procedures and codes of conduct.

We want volunteers to be able to carry out their various tasks and duties as best they can. Training provides volunteers with the ability to perform specific roles. It will include communication on what the volunteer should do, as well as a discussion of what they should not do.

Specific training requirements will be outlined in the relevant job description. Normally, orientation and training will be carried out by the Volunteer Co-ordinator. Experienced or professional volunteers may be involved in the design and delivery of volunteer orientation and training.

Please note that orientation and training of Short Term Mission Team Members/Leaders is separate. Please contact the Volunteer Co-ordinator in the NI office for more information – email info@fieldsoflife.com or call 028 3839 0395.



Code of conduct

It is Fields of Life's intent that all volunteering activities are conducted in a positive, safe manner in which all volunteers can undertake in a productive and professional manner. It is with this intent that the Fields of Life Code of Conduct is presented to contribute to good volunteering practices, and standards of conduct.

1. You must have permission from Fields of Life to carry out any volunteering activity. Written permission must be obtained before using the Fields of Life logo in any way. (Please request a copy of the Fields of Life Branding Policy in order to review the appropriate usage.)
2. Appropriate insurance must be in place for all volunteer activities, including Public Liability insurance. In particular, any buildings used for fundraising activities must have carried out a thorough and successful Risk Assessment.
3. No Illegal drugs or substances are to be consumed during any volunteering activity. Due Judgement must be exercised at events where alcohol is present. For the entire volunteering experience, you are representing yourself, your team or organisation and are a reflection of the Fields of Life standards.
4. Respect of possessions and property of others are to be maintained at all times. Due care needs to be taken with personal belongings.
5. There should be no abusive or disrespectful behaviour toward other volunteers or the public, either verbally or physically. Please be mindful that shouting, loud talk, gossiping, coarse or obscene language, provoking or instigating rough physical contact may be perceived incorrectly.
6. It is vital that all volunteers adhere STRICTLY to child protection guidelines, especially at events for children or involving children. Volunteers must treat children and adults of all races, religion and cultures with respect.
7. You must not misuse your volunteer role for your own personal gain. At all times you must act honestly and in such a manner that people are not misled.
8. If a problem does arise, please speak to the volunteer Co-ordinator immediately. Be open to new experiences and challenges whilst carrying out volunteering activities. It will be important to be aware of your boundaries, but feel free to openly voice any questions or concerns. Do not act independently or impulsively.
9. You must not knowingly or recklessly release any false, misleading or confidential information in the course of your volunteering duties.
10. Volunteers must remember Fields of Life is a Christian organisation, so you will be expected to portray a positive role model to those with which you come into contact by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity. You must not act in a way that would pressurise or harass people.
11. Volunteers under the age of eighteen (18) must inform Fields of Life of their age, as written consent will have to be obtained from a parent or legal guardian.

This list is not exhaustive. Always follow the rules and regulations outlined by the staff of Fields of Life.

I acknowledge the Code of Conduct Standards policies and agree to follow them while representing Fields of Life as a volunteer.

My signature below designates my full recognition that I have read the above policy statement and understand its intent, its content and the actions to be taken in cases of where my ethical behaviour standards does not meet the standards of Fields of Life. I also understand that I am to report accidents or injuries of myself or other volunteers to the Team Leader. In addition, should there be any instance of breaches in the Code of Conduct, it will need to be reviewed and a determination made regarding how to proceed.

If I am under the age of 18, my parent/guardian will sign, accepting the above conditions on my behalf.

Volunteer (*signature*)

Date

Volunteer Name (*please print in capitals*)

Witnessed by:

Staff member (*signature*)

Date

Staff member Name
(*please print in capitals and give position*)

If the volunteer is under 18 years of age, parent or legal guardian's signature:

Volunteer's name: _____ (*please print*)

Parent/Guardian signature: _____

Parent/Guardian name: _____ (*please print*)

Date: _____

Witnessed by:

Staff member (*signature*)

Date

Staff member Name
(*please print in capitals and give position*)