



www.whiteribbon.org.nz

White Ribbon Campaign Volunteer and Intern Positions 2014

Policy to Guide Volunteer Selection and Induction

1. **Purpose**

- 1.1. In 2014, volunteers and interns (V&Is) will play a crucial role in the White Ribbon Campaign, and support us to achieve our mission to reduce violence in New Zealand communities in a financially responsible way.
- 1.2. For V&Is, White Ribbon offers an opportunity to gain social policy work experience, develop leadership skills, and contribute to a meaningful cause.
- 1.3. This Guide applies only to White Ribbon V&Is. Part One sets out the selection process for V&Is and Part Two provides an induction process for V&Is.

Part One: Selection Process

Individuals will apply to be a volunteer or intern through the form provided on the White Ribbon webpage. Applications should preferably be made online but hard copy applications are also acceptable.

2. **Applications**

- 2.1. For each application received, applicants will be ranked based on the responses they provide for each position applied for. Specific attention will be given, in no particular order, to:
 - how the applicant's skills and experience match their chosen positions of interest;
 - the amount of time an applicant can donate;
 - why the applicant is interested in the campaign; and
 - the locality of V&Is (as the campaign is based in Wellington, it is essential that most V&Is are locally based).
- 2.2. As appropriate for each section, the applications will be labelled 'None', 'Some', 'Lots'.
- 2.3. We are looking for individuals:
 - with some experience and/or aptitude as relevant for each position;
 - who are able to meaningfully contribute to the campaign, and add to a positive, collaborative work environment.
- 3.4. The selection process will at all times comply with relevant human rights legislation with particular regard to section 21 of the Human Rights Act 1993. All applications will be kept on record.

4. **Interviews**

- 4.1. When White Ribbon has received and ranked a reasonable number of applications, applicants will be short-listed for each position. This process will occur about three weeks after the first wave of advertising. The number short-listed depends on how much the interest is received – ideally, each short-listed will be at least three to four per role. Interviewees will be notified by email.
- 4.2. Interviews will be held at the White Ribbon Campaign office or via Skype. Each interview will discuss:
 - the aims and objectives of the campaign;
 - the applicant's answers in more depth to assess how the applicant's skills, experience, and aptitude can contribute to White Ribbon;
 - what each role entails, its key areas of responsibility, and how it fits within the campaign;

- whether the applicant is willing to abide by the Families Commission's Code of Conduct, undergo any background Police checks, and reference checking.
- whether the applicant is willing to sign White Ribbon's declaration of non-violence.

4.3. After the interviews, reference and or Police checking will be completed.

5. **Successful applicants**

5.1. After the interview and background checking process has concluded, a decision will be made to accept V&Is for each of the positions available. The White Ribbon Campaign Manager will make final decisions on the applicants to be working in each role. Successful applicants will be notified by email and/or phone and a start time will be arranged. If any V&I withdraws for any reason, the next short-listed applicant for each position will may be offered the position by email or phone.

Part Two: Induction Process

6. **Purpose**

6.1. Inductions with the White Ribbon campaign will introduce V&Is to the operational side of the campaign, its workplace environment, and key stakeholder relationships and responsibilities between and amongst V&Is, White Ribbon staff, White Ribbon Committee and White Ribbon Trust and external actors.

7. **Inductions**

7.1. The White Ribbon Campaign Manager is responsible for conducting inductions. Individuals may be inducted as a group or individually, at the discretion of each individual. Inductions must be conducted before any V&I begins any volunteer work.

7.2. The White Ribbon Manager will explain:

- the key tenets of the campaign including, for example The Pledge and The Ride;
- how the responsibilities of each position contribute to successfully achieving the campaign's objectives;
- the culture of the White Ribbon campaign;
- to whom each individual is responsible to;
- health and safety, and security policies;
- the consequences of any V&Is conduct in breach of their agreement(s).

7.3. The White Ribbon Manager will ensure that each individual understands each of these components.

7.4. All V&Is must agree in writing:

- to the White Ribbon Campaign's Code of Conduct;
- to adhere to the White Ribbon Trusts employee guidelines in their volunteer work;
- to the White Ribbon's declaration of non-violence; and
- that they understand the White Ribbon Manager's explanations of the elements above.

7.5. A record of inductions and the written agreements above will be placed with each V&Is application documents by the White Ribbon Campaign Manager.

8. **Policy Reviewability**

8.1. All policies contained in this document may be reviewed from time to time as necessary. All policies are subject to approval by the authorising body of the White Ribbon Campaign.