# Volunteer Role Description and Agreement

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| **Role** | Radio volunteer |
| **Time Commitment** | Regular |
| **Department** | Vision Australia Radio  |
| **Location** | On site and/or remote  |
| **Reports to** | VAR Staff |

## Purpose

## To deliver allocated radio content for Vision Australia Radio.

## This role contributes to Vision Australia’s mission to support people who are blind or low vision to live the life they choose and have access to opportunities and information that enrich their lives.

**Key tasks & requirements for ALL radio roles**

* provide volunteering hours for all volunteering activities.
* sign in and out of all studio shifts (on site).
* advise of changes in personal information including contact details, health or emergency contact information.
* report any concerns and issues to relevant staff.
* attend all allocated shifts in a timely manner and advise if unable to attend.
* advise of any changes in availability including upcoming absences.
* communicate effectively with fellow volunteers and radio staff.
* supporting the training of new volunteers.
* report studio and equipment issues to relevant staff.
* use provided and available software and equipment appropriately, on site or remotely.
* maintain studio and prep area etiquette.
* attend meetings that assist with planning and information provision.
* follow VA Working Alone Procedure (where applicable).
* be aware of the Evacuation and Emergency protocols for your building / site (where applicable).
* adhere to VAR Policies and Procedures which include: the Community Radio Broadcasting Codes of Practice, the Broadcasting Services Act 1988 and Radio for People with a Print Disability Protocols.
* source and deliver material according to program briefs.
* reference the source and date of all reading material.
* pre-read produced / allocated material and run sheet.
* deliver content without editorialising, without bias, comment or criticism.
* provide content warnings as needed.

**Radio volunteer specific duties and responsibilities *may include*:**

* pre show preparation:
	+ article selection and collation.
	+ generate script and run sheet / program order.
	+ pre read allocated material.
* panel / studio preparation:
	+ ensure the studio equipment and software are all set as required.
* on air / studio duties:
	+ deliver programming.
	+ operate studio equipment / provide technical support for live or pre-recorded programs.
	+ provide instruction or follow instruction while in the studio.
	+ ensure the program comes in on time and goes to break when scheduled.
	+ record and supply recorded programming as required.
* post:
	+ ensure studio files are saved.
	+ ensure equipment and software are offline as required.
	+ file / share run sheet / program order.

**Essential Skills and Knowledge**

* Ability to work with people who have a disability
* Basic computer skills
* Teamwork
* An interest in media, news, and current affairs
* Previous radio experience (desirable but not essential)
* Attention to detail
* Ability to follow instructions
* Reliable and committed to shifts
* Strong reading skills and pronunciation skills

**Mandatory Training**

* Volunteer Essentials (online).
* Protecting Vulnerable Children and Adults (online).
* Infection Prevention and Control - Non Direct Client Contact (online).
* Radio specific (in person, on site and/or online).

## Our Mission & Values

*Our mission is to provide support to people who are blind or low vision to live the life they choose.*

*Our teams live by Vision Australia’s values.*

* **Person-Centred** - We measure our success in terms of outcomes for our clients
* **Accountable** - We hold ourselves responsible  for what we do and don’t do
* **Collaborative** - We work well together and with others to deliver the best possible outcomes
* **Commercially Focussed** - We work efficiently and responsibly to sustain and grow our services and influence
* **Agile** - We will adapt, learn and innovate to have a positive impact in a changing environment

## Vision Australia environment

*Our workforce and clients work with Seeing Eye Dogs, it is likely you will have contact with working dogs and/ or dogs in training.*

**Volunteer Agreement**

**Agreement between Vision Australia and** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(volunteer’s name)

As a volunteer with Vision Australia:

1. I will abide by and act in accordance with all Vision Australia’s policies and procedures, such as, Workplace Behaviour, Privacy, Wellbeing Health and Safety and understand that failure to do so may result in the termination of my volunteer role.
2. I will be guided by Vision Australia’s values of being Person-Centred, Accountable, Collaborative, Agile and Commercially Focussed.
3. I accept the responsibilities and requirements of my volunteer role(s) as outlined in my Role Description. I also understand that my Role Description may be varied or changed by Vision Australia from time to time to suit the needs of the business including the needs of clients.
4. I recognise that my role is an unpaid role and that I am not an employee. I am therefore not entitled to any employee benefits including wages, leave and superannuation. The only payments I may receive will be reimbursement for appropriate expenses as agreed with my Manager.
5. I agree to be honest, reliable, diligent, and always represent Vision Australia in a positive manner.
6. I accept that if I engage in activities outside the boundaries of my volunteer role(s) I will not be supported by Vision Australia which may not be covered by Vision Australia Insurance, and that my engagement as a volunteer may be concluded at the discretion of the relevant Manager of Volunteering, Vision Australia.
7. I agree to complete mandatory induction training as directed, as well as any additional role specific or ongoing training required. I will participate in a yearly evaluation with my supervisor, to provide and gain feedback on my experience with Vision Australia.
8. I understand that my initial and continued ability to volunteer with Vision Australia is contingent on satisfactory outcomes of compliance and probity checks, including criminal record checks, Working with Children/Vulnerable People checks, NDIS Worker Screening, and Banning Orders Registers as required by my role and/or Vision Australia.  These checks help Vision Australia to provide a safe working environment for our workforce and clients. I agree to notify Vision Australia immediately of any charges, incidents, or allegations affecting my ability to fulfill these checks while volunteering with Vision Australia. Failure to comply with these obligations may result in suspension or termination of my volunteering role.
9. I agree to wear my Vision Australia ID Badge when fulfilling my volunteering tasks and return my badge at the end of my role/volunteering with Vision Australia or when instructed to do so.
10. I will not disclose, discuss, or use any confidential information of clients, donors, staff, volunteers, or any commercial information, including log in credentials, passwords, processes, or policies which become known to me during my association with Vision Australia. I will destroy/delete all records of such information at the end of my volunteering role or when instructed to do so.
11. I agree to transfer all Intellectual Property rights and interests (including copyrights) in any ideas or materials I create relating to my volunteer role.
12. I consent to the use of such creations by Vision Australia in a manner reasonably contemplated by the voluntary service I have provided. I also agree not to bring any claim for infringements of my moral rights in respect of the use by Vision Australia.
13. I understand that this Agreement may be amended from time to time by mutual agreement between both parties (the Volunteer Partnerships Coordinator and myself).
14. I understand Vision Australia may, at any time, advise me that I am no longer required to volunteer without prior notice. I also may, at any time, advise Vision Australia that I am not available for any volunteer work including during any particular periods, or at all.
15. I understand Vision Australia is under no obligation to continue providing me with further role(s) after I have completed an assignment(s).
16. I acknowledge Vision Australia is committed to the health and safety of all volunteers, who are considered workforce members. I will take reasonable care for my own safety and the safety of others and will comply with reasonable instruction, policies and procedures. This includes but is not limited to wearing personal protective equipment as required; ensuring I am fit and safe to perform the work allocated; being sun smart if working outdoors; reporting incidents, injuries, hazards or near misses; lifting within my safe capacity; performing manual handling correctly, and taking regular breaks as required.
17. I understand I can speak to my supervisor or the WHS team if I have any questions or concerns relating to my Health and Safety requirements while conducting my volunteering role.

**Pre-Volunteering Health Declaration**

It is extremely important that you understand the nature of the role that you may be undertaking, including the physical and psychological requirements of that role. Please refer to any Role Description or Task Analysis you may be given, and ask questions of the respective Supervisor/Volunteer Partnerships Coordinater. It is important that you answer the following question so that we can work with you to support you with identifying if the volunteering role is suited to you, as well as supporting you with any adjustments you may need.

**Are there any pre-existing injuries, diseases or medical conditions that may affect your ability to safely perform, or may be affected by performing, all requirements of the role?**

**And if yes, are there any adjustments we could make to the workplace that would assist you to perform the role safely?**

**By signing this agreement, I acknowledge I have read and accept the Volunteer Agreement, including any approved Role Descriptions(s), and have had the opportunity to ask questions.**

**Name of Volunteer:**

**Date:**

**Signature:**