

## 5.1 TRCH & SEC Policy: Employing staff and volunteers

1. This policy sets out the principles Stroud Earth Community trustees will follow when taking decisions about:
  - whether to use paid staff to achieve the charity's objectives
  - what pay rates and terms of employment will be considered
2. Stroud Earth Community sets out this policy to be transparent to the public, supporters, volunteers and employees and to ensure that our decisions are consistent and fair.
3. The trustees have an overarching duty as stewards of the charity's resources to ensure that it achieves its aims within the means it has. The trustees also abide by an egalitarian ethos, in which contributions large and small, and of time, skills or money, are all valued and welcomed.
4. The trustees must keep an overarching view of everything that needs to be done to ensure Stroud Earth Community works effectively for the community. This includes the activities needed:
  - to run the Trinity Rooms on a day-to-day basis
  - to put on specific events or individual projects
  - to keep the buildings in good repair
  - to raise money, conduct outreach and organise volunteers
  - to develop the buildings and grounds to further benefit the community
5. The trustees must decide how all these tasks will be delivered, including which activities are more appropriately carried out by:
  - general volunteers
  - people with expert skills offering these skills for free
  - employed staff
  - contractors; and
  - staff working on a self-employed basis.

In deciding which is the appropriate method, the trustees must balance the nature of the work that needs doing with the financial situation of the charity, including its fundraising prospects and payment implications.
6. In deciding whether the nature of certain activities means they need to be carried out for pay, the trustees will take into account:
  - the kind and level of skills involved in the activity
  - the continuity of attention and response-times required
  - how often and how regularly the activity happens
  - the level of managerial and financial responsibility it involves
  - the level of fine control and supervision the charity needs to ensure that activity is carried out well
  - the desire to provide opportunities and a pathway from volunteering through to paid work for people in need; and
  - the impact on the charity's finances and liabilities of taking on the legal and financial obligations of employment, employing contract staff and self-employed staff
7. When deciding the terms and conditions, including pay, the trustees also will take into account:

- the need to ensure that everyone involved in the charity is welcomed, enthused and recognised and treated fairly
  - levels of responsibility, experience and skill necessary to carry out the work
  - market rates for the kind of work
  - the need to ensure the charity meets all its legal obligations regarding equal opportunities in recruiting potential staff and enabling them to carry out the work
  - the need to provide a clear job description and work description for any staff role, whether paid or unpaid
8. The trustees will also keep under review whether it remains appropriate for particular activities to be delivered by volunteers or for pay. In making this review they will take into account how activities are changing, including whether they have become more complicated and time consuming and whether the burdens on particular individuals have changed.
9. This policy concerns only decisions about employment and pay and conditions. It should be read in conjunction with the trustees' policies on
- volunteer management
  - supervision and support
  - financial procedures

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