



VOLUNTEERING POLICY AND GUIDELINES

This document sets out the basic parameters of volunteering opportunities at IRRI, including areas of focus, expectations and supervision.

Objectives of the Volunteering Opportunities

Volunteering opportunities at IRRI are designed to equip volunteers with direct engagement in work related to the human rights of vulnerable populations, with a focus on refugees and to provide a broad knowledge of current issues and debates around human rights issues related to conflict and displacement. That said, volunteering opportunities differ considerably depending on when the placement takes place.

Volunteering placement process

Volunteers are considered on individual merit through the application process detailed in the vacancy announcements. At a minimum, all applicants are required to submit a CV, writing sample, and cover letter.

Duration

IRRI expects that volunteers will be able to volunteer with IRRI for at least three months, either part or full time subject to the mutual needs at the time of recruitment. As a volunteer, you are free to leave at any time, however this duration is suggested in order to provide a mutually beneficial experience.

Start and end dates are determined on an individual basis during the recruitment process.

What Volunteers can expect

IRRI is committed to helping volunteers develop their knowledge of, and competence in research, programming and advocacy in the area of human rights and refugees. However it must be stated that this is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. No employment relationship should be assumed to be created either now or at any time in the future.

Each volunteer will be managed by an individual staff member, however in the event of any disputes or issues they can refer to the Executive Director for resolution of the issue.

All volunteers are expected to sign and abide by IRRI's confidentiality policy and Code of Conduct.

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IRRI will provide limited financial support to the volunteer in the form of lunch vouchers or provision of lunch (subject to location) and where possible a contribution to the individuals' commute. In addition, IRRI will reimburse all out-of-pocket expenses incurred at the direct request of IRRI but only on the provision of relevant receipts.

IRRI will also, where possible, provide other opportunities to volunteers through direct engagement with our issues globally.

IRRI will provide written references for volunteers on request.