

Welcome to Hillingdon Vision Volunteer Programme

Thank you for your interest in volunteering with Hillingdon Vision. We are a community-driven media organisation that combines professional expertise with passionate volunteers to create impactful local journalism. Before applying, please read this document carefully to understand what volunteering with us involves, your responsibilities, and the support you will receive.

1. Who Can Volunteer?

We welcome volunteers from all backgrounds who share our values of fairness, accuracy, and respect. Whether you're interested in journalism, photography, video production, social media, or administration, there is a role for you. You do not need prior experience; training and support are provided.

2. Volunteer Roles and Commitment

Our volunteers take on a variety of roles, including the following. Each role's description, duties, and typical time commitment are outlined below:

Content Creator (Writer / Editor)

Description:

Research, write, and edit engaging stories for our platforms, ranging from hard news to lifestyle and entertainment articles.

Duties:

- Researching and interviewing community members
- Writing clear, fact-checked articles
- Editing and proofreading submissions
- Meeting deadlines and working collaboratively with editors

Time Commitment:

Typically 3-6 hours per week, flexible depending on assignments.

Multimedia Volunteer (Photography & Videography)

Description:

Capture and edit photos and videos to visually enhance stories and social media content.

Duties:

- Shooting events, portraits, and community scenes
- Editing images and video footage for publication
- Caring for and managing media equipment
- Coordinating with content creators and editors

Time Commitment:

Approximately 2-5 hours per week, often project or event-based.

Social Media Helper**Description:**

Manage Hillingdon Vision's social media platforms, engaging with the audience and amplifying stories.

Duties:

- Scheduling and posting content on social channels
- Monitoring engagement and responding to community messages
- Creating graphics and short video clips as needed
- Assisting in social media campaigns and reporting metrics

Time Commitment:

2-4 hours per week, flexible and remote-friendly.

Events and Street Photographer**Description:**

Document community events and daily life through photography, helping to bring stories alive visually.

Duties:

- Attending local events and capturing candid or posed images
- Editing photos quickly for use in news stories and social media
- Ensuring privacy and consent where necessary

Time Commitment:

Event-based; typically 1-3 hours per event.

Administration and Organiser

Description:

Support the smooth running of the organisation through record-keeping, scheduling, and communications.

Duties:

- Managing volunteer and contributor databases
- Organising meetings, events, and logistics
- Handling correspondence and documentation

Time Commitment:

Usually 2-5 hours per week, often can be done remotely.

Training Support Volunteer

Description:

Assist in preparing and delivering volunteer training and mentoring programmes.

Duties:

- Creating and updating training materials
- Helping trainers during sessions
- Offering one-on-one mentoring to new volunteers
- Gathering feedback to improve training

Time Commitment:

1-4 hours per week, schedule-dependent.

3. Training and Support

All volunteers receive thorough initial training relevant to their role, including:

- Journalism ethics and standards
- Media production techniques (writing, photography, video)
- Data protection and privacy compliance
- Health and safety guidelines for events and equipment use

Ongoing mentoring from professional media staff ensures quality work and personal development.

4. Volunteer Contract and Regulations

This is a critical part of volunteering with us.

Before starting, all volunteers **must sign a Volunteer Contract** which sets out the expectations, responsibilities, and legal obligations of both the volunteer and Hillingdon Vision. This contract helps protect you and our organisation and includes:

- Adherence to our Volunteer Regulations
- Commitment to ethical journalism and respect for all individuals
- Compliance with data protection and copyright laws
- Understanding that you are personally responsible for the content you produce
- Acceptance that volunteers are not paid employees and waive rights to payment for submitted work unless explicitly agreed
- Acknowledgement that only registered volunteers covered by our insurance are protected in case of incidents during official activities
- Agreement to confidentiality where required and respect for organisational reputation

Please note: Volunteers who have **not signed the contract and been formally registered** are **not covered by our insurance** and may be held personally liable for legal repercussions arising from their work.

5. Your Responsibilities

As a volunteer, you agree to:

- Produce work honestly, fairly, and with respect for all parties
 - Respect copyright, data protection, and privacy laws
 - Follow instructions and deadlines set by your supervisor
 - Communicate openly about any issues or concerns
 - Maintain professional behaviour and uphold the reputation of Hillingdon Vision
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6. Benefits of Volunteering

- Gain valuable media and journalism experience
 - Receive professional mentoring and training
 - Join a supportive, inclusive community
 - Contribute meaningfully to your local area
 - Access potential references and portfolio material for future opportunities
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7. How to Apply

If you are interested in joining, please contact us at [contact details], where you will receive an application form and further information. Successful applicants will be invited to an induction session where the Volunteer Contract will be explained and signed.

We look forward to working with you to tell the stories that matter most to Hillingdon!