

VOLUNTEER PROGRESSION TO PAID SESSIONAL WORK PROCEDURE

Approved by Trustees: New - 01/10/2026

Review date: 01/10/2027

1. Purpose

V-Aid may sometimes identify volunteers who have developed the skills, reliability and experience needed to take on paid sessional work.

This procedure sets out how V-Aid separates genuine volunteering from paid work.

2. Volunteering remains voluntary

Volunteering with V-Aid is unpaid and freely chosen.

There is no expectation that a volunteer will move into paid work, and volunteering does not guarantee future employment or sessional work.

3. Progression

Where appropriate, a volunteer may progress through stages such as:

Volunteer → Repeat Volunteer → Volunteer Lead → Paid Sessional Role

Progression will depend on:

- suitability;
- experience;
- reliability;
- training;
- the needs of V-Aid;
- available funding;
- the requirements of the particular role.

Not every volunteer will follow this pathway.

4. Moving into paid work

Where V-Aid decides to offer paid sessional work, the arrangement will be clearly separated from volunteering.

Before paid work begins, V-Aid will make clear:

- the nature of the role;
- the rate of pay;
- the hours or session being offered;
- any training or checks required;
- whether the person is being engaged as a worker, employee or genuinely self-employed contractor, depending on the actual arrangement;
- any relevant payroll or tax requirements.

5. Casual and sessional work

Paid sessional work may be offered on an occasional or flexible basis.

V-Aid does not guarantee ongoing work unless this is specifically agreed.

Individuals may be offered work according to operational need, available funding and suitability for the activity.

6. Separation of roles

A person may volunteer for V-Aid at some times and undertake paid work at others.

The two arrangements should be clearly distinguished.

A volunteer should not be expected to carry out unpaid duties that would properly form part of a paid role.

7. Expenses

When volunteering, genuine expenses may be reimbursed under V-Aid's Volunteer Expenses Policy.

When undertaking paid work, expenses and travel arrangements will be dealt with under the terms of the paid engagement.

8. Employment status and payroll

V-Aid will take reasonable steps to ensure that paid workers are engaged under the correct employment or tax arrangements.

Where appropriate, advice may be obtained from V-Aid's accountant, payroll provider or professional adviser.

9. Ending paid sessional work

Paid sessional work may end where:

- the work is no longer required;
- funding ends;
- the person is no longer suitable for the role;
- performance, conduct or safeguarding concerns arise;
- operational needs change.

Ending paid sessional work does not automatically prevent the person from continuing to volunteer where that remains appropriate.

10. Review

This procedure will be reviewed periodically and may be updated as V-Aid's staffing and volunteering arrangements develop.

Trustee approval

Approved by the Board of Trustees on: 01/10/2026

Signed on behalf of the Trustees:

A handwritten signature in black ink, appearing to be 'C. Lau', written over a horizontal line.

Name: C.Lau

Review date: 01/10/2027