



Thank you for interest in becoming a Habitat Hero!

This document is designed to update you with expectations, give you details of the Habitat Hero programme and the mutual benefits of volunteering with us. We really appreciate the time you are giving up to support Habitat for Humanity and we want to do our best to make it a positive and rewarding experience for all.

To ensure that all parties are aware of our policies, procedures and expectations, this document outlines the role of a ‘Habitat Hero’ and gives guidance as to the Habitat for Humanity Great Britain (HFHGB) charity brand and vision. In return of your commitment to us, we will endeavour to provide you with development, resources, support, incentives and recognition.

What is a Habitat Hero?

To be part of a network of key volunteers to increase the profile of the charity nationwide. This will be via your local communities, family, friends, colleagues and networks. To raise awareness and funds for HFHGB and to develop opportunities to raise vital funds and awareness for the charity.

Habitat Hero Understanding and Acceptance

Habitat for Humanity Great Britain (‘HFHGB’)

And

..... (**‘Habitat Hero’**)

Date:.....

Where the “Habitat Hero” will be acting **on behalf of** “HFHGB” through the Habitat Hero Programme.



How can our Habitat Heroes support us?

- To help **fulfil the HFHGB vision** for a future where everyone deserves a safe and decent place to live.
- To find opportunities to engage with your network and speak about the mission to **eliminate poverty**.
- To **raise awareness and funds** on behalf of HFHGB through the engagement of local people by running events and fundraising activities.
- To ensure **all monies raised through fundraising** are directed to HFHGB.
- To **mobilise local community** networks in support of the HFHGB cause. These may include local community groups (e.g. Rotary/scouts/guides/clubs/societies), local companies, individual supporters, religious institutions (of all denominations) and schools.
- **To inform HFHGB staff of potential opportunities** and to pass leads back to the office in a timely manner.
- **To participate in the Facebook Habitat Hero group** on a regular basis, following direction from The Community Fundraiser. This will include providing images, accessing fundraising websites, keeping up to date with HFHGB campaigns, events, competitions and fundraising opportunities.
- **To act consistently with HFHGB's procedures and standards**, including health and safety, equal opportunities, data protection and social media policies (in relation to staff, volunteers and clients).
- **To complete a questionnaire** (interests, relationships and community connections) to the best of your ability, so that we can direct you to future prospects and **allow us to create a small public biography** so that the public, Habitat Heroes, staff and volunteers know about your achievements, skills, background and aims.
- **To support HFHGB for campaigns**, new initiatives and at various events as directed by the Community Fundraiser.
- **To have fun, smile and work together!**

How we can support our Heroes?

Induction and training

- To provide a 1-2-1 introduction to the work of Habitat for Humanity, its staff, your role and the training you might require to meet the responsibilities of this role i.e. presentation, leadership and sales training.
- To provide the relevant tools (i.e. PowerPoint, resources, approved collection methods) to enable you to speak confidently about the work of HFHGB to a variety of audiences.

Supervision, support and flexibility

- To provide access to the Community Fundraiser who will liaise with you regularly to discuss your volunteering, successes and challenges.
- To provide a regular mechanism (Facebook, email) to allow you to report quickly and easily on your meetings/relationships on behalf of HFHGB.
- To provide information on how to pass on funds raised.
- To do our best to help you develop your Hero role with us.

Policies

You will be provided access to organisational information and HFHGB policies and procedures appropriate to your role as a volunteer (health and safety policy, equal opportunities, data protection and social media policy).

Incentives and Rewards

Freedom, within our policy guidelines provided, to associate with the internationally recognised global development HFHGB brand. We are happy to provide character references for future opportunities that you may pursue and need support for. You will be provided with opportunities to network at HFHGB events with like-minded people to develop relationships with our other supporters. There will also be an invitation to the HFHGB annual Habitat Hero awards, ongoing training opportunities (presentation, leadership and sales) if applicable to the role, possible future invitations to training as a Global Village Team Leader and to be part of any successes or awards that HFHGB are nominated for i.e. Institute of Fundraising National Awards.

Ideas and examples of Hero Activities

- **Performing your Habitat Hero role** to the best of your ability, to meet time commitments, and give reasonable cancellation notice.
- **Use your skills and talents** to showcase HFHGB. **Any expertise is an asset** and you should discuss utilising them with the Community Fundraiser.
i.e. Short Films, Writing, Journalism, Drama, Photography, Training, Media, Marketing, Event Management, Dance, Sports, Fitness, Presenting, Music, Gaming, Technical, Web Development, Teaching.
- Help HFHGB achieve a **Fundraising Goal**.
- Assist HFHGB to achieve a **Global Village Volunteer Goal**.
- Support HFHGB to reach an **online and regional newspapers/articles media goal** in accordance with HFHGB Social Media Policy and advice from the Community Fundraiser.
- **Design or Create Free Resources** (to be authorised by HFHGB)
- **To distribute** campaign packs, flyers, resources
- **Endorse Campaigns:** Christmas, World Habitat Day and many more.
- **Speak to your Local Communities:** Schools/religious institutions/groups
- **Signposting volunteers** to current HFHGB events which will be communicated via the Community Fundraiser
- **Organise an authorised event** to talk about HFHGB:
 - Discuss event with the Community Fundraiser so that resources are available to maximise prospects
 - Inform HFHGB to update the social networking calendar (providing names, dates and location, relevant web links, and JPEG images).
 - Charity branding agreed with Community Fundraiser and HFHGB events.
- **Provide leads** to The Community Fundraiser for the below:
 - Charity of The Year opportunities
 - Global Village prospects and domestic volunteering



Please do contact the Community Fundraiser if you have any ideas to activities you would like to undertake in addition to the above.

If you have queries in relation to this document or the policies attached please make contact with the Community Fundraiser on **(01753) 313 612** or email hero@habitatforhumanity.org.uk.

Please note this document is not intended to be a legally binding and can be cancelled at any time at the discretion of either party.

On behalf of HFHGB:

Signed:

Name:

Role:.....

Date:

The Habitat Hero:

- *I have read the document and accept to accessing HFHGB policies via the Facebook Hero Group (tick here)*
- *I agree to the Questionnaire details and any photographs provided to HFHGB to be included in our publications for public viewing (i.e. Facebook, websites, newsletters) (tick here)*

Signed:

Name:

Date:

