Amdalah Africa Foundation - AMDAF

CLG

Charity

Company Number 652991

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TRAINING AND INDUCTION POLICY & PROCEDURES

As approved and adopted by the Board

TRAINING AND INDUCTION POLICY

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Training and Induction Policy and Procedures

Introduction

Amdalah Africa Foundation AMDAF is a registered charity in Ireland, established in 2019 and regulated by the Charities Regulator. Operating as a company limited by guarantee without capital share, AMDAF is governed by a Board of Trustees and Administrative Executives from diverse backgrounds and professions.

Geographical Reach

Based in Galway, AMDAF serves both Galway City and County, and surrounding areas with a focus on advancing the rights and opportunities of migrant women, their families, and marginalized women.

Services Provided

1. **Support Services**:
   o AMDAF provides individual assistance to migrant women, including referrals to essential services and support for domestic violence survivors.
   o Through our affiliate, Migrant Collective Galway (MCG), we support over 80 families each month with requested items such as household goods, toiletries, clothing, and school supplies.
   o MCG also aids employers in hiring from the migrant community and assists migrants in securing roles that match their experience and qualifications.

2. **Community Development Projects**:
   - o Through community radio and media, AMDAF raises awareness about migrant issues, preserves cultural heritage, interprets vital information in multiple languages, promotes cultural events, offers culturally competent programming, and provides volunteering opportunities for work experience.
3. **Community Network Programs**:
   - o **Women Roundtable**: An annual conference since 2019 that provides a safe space for women to network, discuss issues, and be empowered. It also honours distinguished women for their excellence, positive impact, and contributions to community development.
   - o **Youth Summit and Talent Show**: A collaborative effort to address issues challenging migrant youth, showcase talents, and connect youth with relevant services.
   - o **Awareness-Raising Programs**: Seminars focused on life skills, social integration, crime prevention, and mental health.
   - o **Dance Against Cancer Event**: A fundraising event to support cancer research, with proceeds donated to a chosen cancer charity.
   - o **Art and Business Exhibition**: A platform for small businesses to grow, learn adaptation strategies, and engage in networking opportunities.
   - o **Community Integration Event**: Celebrates Ireland's cultural diversity through arts, culture, food, music, and traditional performances.
   - o **Documentary**: Documentary to promote understanding and create awareness around integration in the community.
4. **Health and Wellbeing Workshop Series**:
   - o Conduct workshops focused on health and wellbeing to address the physical and mental health needs of migrant women and their families.
5. **Employment Capacity Building Workshops**:
   - o Offer workshops to build employment capacities, helping migrants develop skills and knowledge to secure meaningful employment.
6. **Youth Mentoring**:
   - o Implement youth mentoring programs to provide guidance, support, and positive role models for young migrants, aiming to divert them from negative influences and behaviors.

Vision

AMDAF envisions a future where migrant women and their families enjoy equal opportunities and are not judged based on race or gender. Our vision is that every family is recognized without discrimination, respected, and treated justly.

Mission

Our mission is to protect and promote the civil, political, economic, social, and cultural rights of migrant women and their families. We aim to serve as advocates for their rights, promoters of their capacities, and drivers of social change through community development projects, public educational campaigns, and awareness-raising programs.

Sustainable Development Goals (SDGs)

AMDAF adopts Goal 5 of the SDGs, promoting actions to eliminate the root causes of discrimination against women in public and private spheres, with the aim to achieve gender equality and empower all women and girls.

Key Activities

- Community Development
- Women Empowerment
- Integration Research
- Intercultural Awareness
- Health and Wellbeing Initiatives
- Employment and Capacity Building Workshops
- Youth Mentoring
- Referrals

AMDAF strives to create a more inclusive and equitable society where migrant women and their families can thrive. AMDAF will continue to expand its reach and impact, supporting migrants and marginalised communities in Galway City, County, and beyond.

Details of Management Structure/Arrangements

AMDAF operates as a company limited by guarantee without capital share, and governed by Management Committees—a diverse and experienced Board of Trustees, Executives, and Advisory.

Board of Trustees

The Board provides overall governance and strategic direction for AMDAF. They ensure adherence to the organisation's mission, compliance with legal requirements, and operational efficiency. The Board consists of individuals from various professional backgrounds, bringing a wealth of experience and expertise to the organization. This diversity reflects AMDAF's commitment to inclusivity and comprehensive representation.

Responsibilities:

o **Governance**: Oversee organisational activities, ensuring compliance with statutory and regulatory requirements. Provide oversight and guidance on operational matters. Regularly review organizational performance and address emerging issues.
o **Strategy**: Develop and approve strategic plans, policies, and organizational goals.
o **Financial Oversight**: Ensure financial health and sustainability, including budget approval and financial statement review.
o **Accountability**: Monitor and evaluate organizational performance and program effectiveness.

Executive Committee

o The Administrative Executives are volunteers who manage day-to-day operations, implementing strategic plans and policies approved by the Board. They ensure the effective delivery of services and programs.

Key Positions and Responsibilities:

1. **President and Vice President**
   o Provide overall leadership and direction.
   o Act as the primary liaison between the Board of Trustees and staff.
   o Ensure strategic plan and policy implementation.
2. **Secretariat**
   o Oversee program development, implementation, and evaluation.
   o Align programs with AMDAF's mission and objectives.
   o Manage program staff and resources.
3. **Finance – Treasurer and Financial Secretary**
   o Manage financial operations, including budgeting, accounting, and financial reporting.
   o Ensure financial sustainability and regulatory compliance.
   o Provide financial analysis and advice to the Board and Executive team.
4. **Communications and Development – PR, Social Media, and Policy**
   o Manage public relations, marketing, and fundraising activities.
   o Develop communication strategies to raise awareness and support.
   o Engage with stakeholders, including donors, partners, and the community.
5. **Welfare**
   o Oversee administrative functions, including human resources, IT, and facilities.
   o Ensure efficient operational processes.
   o Support the CEO in organizational management.

Advisory – Humanitarian, Strategic Development, and Legal

- Provide input on program development, implementation, and evaluation.
- Offer strategic insights to support long-term organizational growth.
- Provide legal counsel to ensure compliance and mitigate risks.

Finance and Audit

- Comprised of Board members and financial experts.
- Oversee financial management and audit processes.
- Ensure transparency and accountability in financial operations.

Policies and Procedures

AMDAF is Charity Governance Code Compliant. AMDAF operates under a robust framework of policies and procedures that govern its operations and ensure compliance with legal and regulatory requirements. Key policies include:

- Financial Management Policies and Procedures
- Risk Management Policies
- Procurement Policy
- Human Resources Policies
- Grievance Policy
- Work Health and Safety Policy
- Conflict of Interest Policy

- Training and Induction Policy
- Constitution

Vetting and Screening of Staff and Volunteers

1. **Screening Process**
   o **Background Checks**: All staff and volunteers working with vulnerable adults undergo thorough background checks. This includes verifying identity, checking references, and reviewing criminal records.
   o **Garda Vetting**: AMDAF complies with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, ensuring all staff and volunteers are vetted through the Garda National Vetting Bureau.
2. **Interview Process**
   o Candidates undergo a rigorous interview process to assess their suitability for working with vulnerable groups. This includes evaluating their experience, qualifications, and commitment to safeguarding.

Training and Induction Policy and Procedures

1. Purpose

The purpose of this policy is to ensure that all new and existing employees of AMDAF receive adequate training and induction to perform their roles effectively, understand the organisation's goals and values, and comply with relevant regulations and policies.

2. Scope

This policy applies to all employees, volunteers, and interns of AMDAF.

3. Definitions

- **Training**: The process of enhancing an employee's skills, knowledge, and competencies to perform specific tasks or roles effectively.
- **Induction**: The process of introducing new employees to the organisation, its culture, policies, and their specific roles and responsibilities.

4. Responsibilities

- **Human Resources (HR) Department**: Oversees the development and implementation of training and induction programs.
- **Line Managers**: Identify training needs of their team members and ensure their participation in relevant training programs.
- **Employees**: Participate actively in training and induction programs and apply the knowledge and skills gained.

5. Training and Induction Procedures

5.1 Induction Process

1. **Pre-Employment Preparation**
   o HR prepares an induction pack for new employees, including the employee handbook, organizational chart, contact list, and relevant policy documents.
   o Line managers prepare a detailed job description and initial work plan for the new employee.
2. **First Day Orientation**
   o Welcome meeting with HR to review the induction pack and complete necessary documentation.
   o Tour of the office and introduction to team members and key personnel.
   o Overview of organisational structure, mission, vision, and values.
   o Introduction to health and safety procedures and emergency protocols.
3. **Initial Training**
   o Training on organisational policies and procedures.
   o Training on health and safety regulations.
   o Data protection (GDPR compliance) training.
   o Safeguarding vulnerable individuals.
   o Diversity and inclusion training.
   o Introduction to job-specific duties and responsibilities.
   o Training on using organizational tools and systems.
4. **First Week Follow-Up**
   o Meetings with key personnel to understand their roles and how they interact with the new employee's role.
   o Introduction to ongoing projects and relevant background information.
5. **End of Probation Review**
   o HR and the line manager conduct a review meeting at the end of the probation period to assess the new employee's performance and address any concerns or additional training needs.

5.2 Ongoing Training and Development

1. **Training Needs Assessment**
   o Annual assessment conducted by HR and line managers to identify the training needs of employees based on their roles, performance reviews, and organizational goals.
2. **Training Programs**
   o **Internal Training**: Workshops, seminars, and on-the-job training conducted by internal experts or managers.
   o **External Training**: Opportunities for employees to attend external courses, conferences, or seminars relevant to their roles.
   o **Initial Training**: Includes sessions on:

      o Organisational policies and procedures
      o Health and safety regulations
      o Data protection (GDPR compliance)
      o Safeguarding vulnerable individuals
      o Diversity and inclusion

3. **Continuous Professional Development (CPD)**
   o Encouragement and support for employees to pursue professional qualifications and certifications.
   o Access to online learning platforms and resources for self-directed learning.
   o Provision of study leave and financial support for relevant courses.
4. **Performance Reviews**
   o Regular performance reviews to discuss progress, provide feedback, and identify further training needs.
   o Documentation of training attended and its impact on performance.
5. **Evaluation and Feedback**
   o Collection of feedback from employees on the effectiveness of training programs.
   o Regular review and update of training materials and methods based on feedback and changing organisational needs.

6. Support and Professional Development

AMDAF is committed to supporting the professional development of its staff and volunteers through:

- Providing regular opportunities for training and development.
- Offering access to professional development resources and networks.
- Encouraging participation in relevant workshops, conferences, and seminars.
- Supporting the pursuit of further education and professional qualifications.
- Ensuring the availability of mentorship and coaching for staff development.
- Facilitating peer learning and sharing of best practices.

7. GDPR Overview:

Introduction to the General Data Protection Regulation (Regulation (EU) 2016/679), including key principles and legal obligations.

o **Data Protection Rights**: Explanation of data subjects' rights under GDPR, including the right to access, rectification, erasure, and data portability.
o **Handling Personal Data**: Guidance on how to collect, store, and process personal data in compliance with GDPR.
o **Reporting Data Breaches**: Procedures for reporting any data breaches or security incidents promptly.
o **Safe Data Practices**: Best practices for ensuring data security, including the use of encryption and secure storage methods.
o **Consent Management**: Understanding how to obtain and manage consent from data subjects.

8. Documentation

All training and induction activities must be documented, including:

- Training needs assessments
- Training schedules and attendance records
- Evaluation and feedback forms

- Performance review records
- Professional development plans

9. Amendment and Review

This policy will be reviewed annually by the HR Department to ensure it remains current and effective. Amendments will be made as necessary to reflect changes in organisational needs, industry standards, or regulatory requirements.