Integrator Handbook

This is an Onboarding Tool for Integrators from any Working Group (WG) or Local Group (LG). In this handbook, you should find the resources you need to welcome new and existing Rebels to your team or LG.

- Introduction
- Preparing for new volunteers

    - Why do we need new volunteers?
    - How do we genuinely welcome everyone?
    - What does an Integrator do?

- Recruiting new volunteers

    - Advertise your roles on the Volunteer Website
    - HTML Template for Volunteer Website Adverts
    - Manage your Applications

- Welcoming new volunteers

    - Building Onboarding into your Team
    - Supporting your new Volunteers
    - Inducting your new volunteers: Roadmap

- Integrator Resources

Introduction

This is an Onboarding Tool for Integrators from any Working Group (WG) or Local Group (LG). In this handbook, you should find the resources you need to welcome new and existing Rebels/volunteers to your team or LG.

If the Rebel/volunteer is brand new, be sure to direct them to the INTRO TO XR here on the Toolkit. Even if they have some experience and knowledge, you can still signpost them to this introduction. If they are the sort of person who likes a bit more training, you can ask them to join the XR FOUNDATION PROGRAMME. The most important thing to remember is to be welcoming and patient.

This handbook has been put together by the UK Pathways Team.

If you have any questions or comments, please contact us on Mattermost via the Welcome/Onboarding (Integrator) Support channel.

Preparing for new volunteers

Why do we need new volunteers?

For a movement that aims to mobilise 3.5% of the population, that seems like a daft question! However, it can be useful to think about why we need new people beyond just the obvious.

New volunteers are the lifeblood of every team

We know we need numbers to win. We may think about it less, but we also need the energy, skills, ideas, community connections, diversity and fresh perspective new volunteerss bring us. Last but not least, we need our stretched coordinators to be able to occasionally take a break!

Sometimes it can seem like bringing new volunteers into our groups just creates work. Maybe the team is very busy and has experienced inducting a volunteer who quickly left again. At times like these, it is tempting to think "oh, we'll just do it all ourselves".

However, if we close ourselves in this way, it can easily lead to a downward spiral. Without a continual flow of new people, the team ends up consisting of experienced but very stretched people with no time to show others how to do things. Then, when one of those experienced people needs to step back, things can really go wrong. A healthy group has a mix of people of all levels of experience, with a steady flow of newbies learning, moving on to more complex work, showing others how to do things and relieving the more experienced coordinators of work.

Setting the tone

Before you even start recruiting or doing outreach, think about how you will look after the people when they arrive. New people will need extra care and attention at the start (typically for around a month). It is best that coordinating this work falls to someone who is not frazzled from doing a ton of other things and typically this will be the team's integrator.

This does *not* mean it is the integrator's job alone to make new people feel welcome! This is a job for *everyone* in the team.

Of course, no one can guarantee that your volunteerss will stick with you, but there are some things you can do to make it more likely. We had a People's Assembly and asked why people stayed. These answers came up the most:-

- we felt **appreciated**
- we felt **part of a community**

- we thought XR was **effective**

And we really felt part of XR when:-

- we **got to know people**
- we **worked together** on something
- we **got to know XR**
- we **gained a role** in our team

So, drawing from this, the kinds of things which encourage people to keep coming back include:-

- a friendly, non-cliquey environment where group members avoid XR jargon, take the time to explain things, check understanding and listen to the views and experiences of the new person
- a named 'buddy' who will look after the new person, answer questions and help them settle in
- asking if the new person has anything they need to take part or feel comfortable and trying to meet their needs wherever possible (see also Supporting your New Volunteer and How do we genuinely welcome everyone?)
- a tangible project the whole group can work together on
- a role, or maybe some simple task to start with, for the new person
- connections to people, projects or training you know the new person will find interesting
- evidence of the impact of the things you are doing (e.g. getting your local council to declare a climate and ecological emergency, getting good press coverage, having a successful event where you bring in more people etc)

If you can provide these things, then you will have gone a long way to making a supportive and welcoming environment for the new vounteers who arrive in your group.

How do we genuinely welcome everyone?

To genuinely welcome everyone we must be inclusive

For guidance on Inclusivity in XR, start here.

More useful resources:

- Inclusivity-disability Resources Pack
- Neurodiverse and disabled rebels inclusion pages of the toolkit.

You can contact Disabled Rebels Network via Facebook, or you can email them at **xr.inclusion@protonmail.com**

Rare exceptions

There are a few rare cases where you might not be able to include someone, i.e. if their needs are beyond what you can reasonably meet, or if they risk causing harm to other people *(see*

'Supporting your new volunteers').

What does an Integrator do?

It can be slightly overwhelming joining XR - so much to learn, so many new faces, all that XR jargon and even a new structure to work around.

And this is on top of the anger, frustration or desperation we feel because we face the global catastrophe of climate change, a result of systemic injustice and racial inequality, the effects of which are already being felt all over the world. It can be a lot to process.

And sometimes we forget to welcome new volunteers into XR, simply because we are often so involved in a project which is taking all our time and attention.

For this reason, we should have an Integrator in each of our teams and Local Groups (LGs) - to welcome new volunteers and to make sure that existing Rebels are finding their way on their journey through XR.

Check out the Rebellion Academy Module: Working Group roles, for some videos about being an Integrator.

Standard Integrator mandate

Purpose: to make sure that team/LG members are flourishing and productive and that the team/LG has members to fill its roles and support its workload.

Mandate:-

- inviting new members to join the team or LG roles;
- onboarding / inducting / orienting new members into the team/LG roles;
- keeping a list of team members up-to-date;
- requesting your group admin adds new members to the Hub, as required;
- checking in with team members about their fit with roles, projects and the team generally;
- suggesting improvements to who fills roles if necessary;
- if a transformative conflict process does not resolve an issue and if it is in the team's best interests, asking someone to leave the team *(rare circumstances)*; and
- for groups with a Volunteer Website account, managing the group account on the website, posting roles & dealing with role applications.

Different teams break this down differently (for example, you might have one person handling recruitment and a different one for onboarding) but someone will need to be responsible for each of the tasks listed above. Work out who will do what ahead of time so that everyone is clear what to expect.

Not got a team Integrator?

Then this is the first role to recruit for! You may think this person would need to know your team inside out in order to welcome others; but really the most important thing is for them to be friendly, empathetic and willing to learn as they go along. Sometimes, it even helps for the integrator to be relatively new so that they can use their own experience to help others. There are lots of resources on this toolkit to help them.

NB: If you haven't got an Integrator then it is the Internal Coordinator's job to do this work!

Cautionary note: *if you are using the volunteer website to recruit, it is important you get to know a new Integrator before giving them login details to your group account since this is a position of great trust and involves handling sensitive personal data.*

Recruiting new volunteers

Advertise your roles on the Volunteer Website

volunteer.extinctionrebellion.uk

This website works just like a jobs board and aims to help volunteers find roles and groups to find volunteers. Any XR UK group can apply for an account and recruit this way - you just need an official email address. In practice, the site is mainly used by UK-wide, national and regional groups which are less likely to find their people on the streets or at an in-person meeting.

On this website we've used the term 'volunteer' throughout rather than 'rebel' as it is better understood by people completely new to XR.

Setting up a team account

To get started, you will need to get a group account.

1. Go to volunteer.extinctionrebellion.uk/integrator
2. Watch the short (7 min) video which explains how the site works.
3. Scroll down and click 'Create group account'.
4. Use your **XR group's email** to set up an account - this needs to be an email that is checked regularly *(please note we can't take personal email addresses)*.
5. The application comes to the Pathways team for approval.
6. Once the application is approved, you will receive an email with a link to click on to complete the registration.

7. You are up and running and ready to post roles!

Writing an appealing role

1. **De-jargon!** Try to look through the eyes of someone who knows nothing about XR. You can explain the 'correct' terms for things later if needed but for now communication is key e.g.:

> ☹ Internal coordinator, external coordinator, integrator, regen, rebel

> ⬜ Team guide, team representative, team builder, wellbeing, volunteer

2. **Make it accessible** Volunteers rarely have both good skills and lots of time. Asking for lots of time excludes certain groups of people and makes us less diverse as a movement. Can you break down the role? e.g. Internal Coordinators often get asked to do everything!

> ☹ Internal coordinator (hours: full-time)

> ⬜
> Team guide (hours: 10-15 per week)
> Recruiter (hours: 2-4 perweek)
> Newbie support person (hours: 5-9 per week)
> Wellbeing champion (hours: 2-4 per week)
> Secretary (hours: 2-4 per week)
> Admin helper (hours: 2 per week)
> Facilitator (hours: 2 per week)
> Team tech support (hours: 2-4 per week)

3. **Be clear** what you want someone to do, especially in the job title. The more specific you are, the more likely you are to get what you are looking for. However, if you just need more team members and plan to find out what they want to do later that's fine too! If you do this, try to have a few tasks your newbie can help with right away.

4. **Include key words** in your description. Ask yourself which search words people are most likely to use if they want a role like yours.

5. **Consider the type of role**: do you need a permanent member of the team or could the work be done as a time-limited project? The second of these is likely to attract more people, especially those who are skill-rich but time-poor.

6. **Create an eye-catching role ad using HTML**
   We are hoping that a future update will make creating nice layouts on the Volunteer Website easier. But for now make sure you use the above advice to help you make your adverts eye-catching.

7. **Consider trying out several different titles for your role.** You can even experiment by posting the role more than once and see which gets the best engagement.

Searching for volunteers on the database

If you are not getting suitable applications for your role, the first step is to do a sense-check: is it obvious what your role is and who it is for? Does it sound appealing? If yes, (and you are in a UK-wide team - please see note below) then maybe you want to try a search of the database.

Log in to your account and go to 'Volunteer Database' in the lefthand menu. You can search for volunteers by hours offered, preferred type of work, preferred location of work and by any search term you enter (this searches the volunteer's whole profile.) However remember that volunteers may have left their details some while ago so in practice you are far more likely to fill your roles through the normal process of letting people apply for them.

Note: Currently only UK-wide teams are able to view the database, however any team struggling to fill their roles is welcome to email **volunteer@extinctionrebellion.uk** for support.

Data Protection

It is of course very important to be aware that you are handling people's personal data and to treat it with the greatest respect. The data on the site is protected by website security and should not be copied elsewhere unless absolutely necessary, in which case it should be deleted as soon as

possible. All integrators must read, understand and sign our Volunteer Agreement which contains our Data Protection Policy. (We ask new volunteers to sign this, after all!)

Site support is available by emailing volunteer@extinctionrebellion.uk

The Volunteer Website has been set up by the UK Pathway team and is maintained by the UK Pathway and UK Digital teams.

HTML Template for Volunteer Website Adverts

Note: Although Markdown cannot be used on the Volunteer Website, the Markdown Hints page on the Rebel Toolkit signposts to a fairly comprehensive set of basic Markdown and HTML syntax.

IC role - Template in HTML (links opening in new tabs)

```
<strong>The role can be shared between two people, reducing the time commitment necessary.</strong></p>

<p>The XRUK Team is a ***** team and consists of</p>

<p><b><font color="green">This team is integral to the success of XR!</font></b></p>

<p>The key role of the Internal Coordinator is to steward the team's immediate and longer-term priorities, and to align its work with the strategy of the parent circle [ADD THE NAME OF YOU PARENT CIRCLE].</p>

<p>
<ul>
<li> Bullet point</li>
<li> Bullet point</li>
<li> Bullet point</li>
<li> Bullet point</li>
</ul>
</p

<p>For more information on the XRUK Team mandate, the XRUK Parent Circle mandate and the Internal Coordinator mandate, please select the links below:<br></p>

<p><a href="https://organism.extinctionrebellion.uk/?id=1310" target="_blank" rel="noopener noreferrer">XRUK Team mandate</a></p>

<p><a href="https://organism.extinctionrebellion.uk/?id=1292&tab=overview" target="_blank" rel="noopener noreferrer">XRUK Parent Circle mandate</a></p>
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<p><a href="https://organism.extinctionrebellion.uk/?id=1310&tab=roles" target="_blank" rel="noopener noreferrer">Internal Coordinator mandate</a> NB click on the plus sign next to Internal Coordinator.

<p><strong>We look forward to hearing from you.</strong></p>
```

The above template will look like this in your IC Ad:

The role can be shared between two people, reducing the time commitment necessary.

The XRUK Team is a ***** team and consists of

This team is integral to the success of XR!

The key role of the Internal Coordinator is to steward the team's immediate and longer-term priorities, and to align its work with the strategy of the parent circle [ADD THE NAME OF YOU PARENT CIRCLE].

- Bullet point
- Bullet point
- Bullet point
- Bullet point

For more information on the XRUK Team mandate, the XRUK Parent Circle mandate and the Internal Coordinator mandate, please select the links below:

XRUK Team mandate

XRUK Parent Circle mandate

Internal Coordinator mandate NB click on the plus sign next to Internal Coordinator.

We look forward to hearing from you.

Manage your Applications

Managing your applications

Keeping up with your account shouldn't be too much of a chore! The website is easy to use and you just need to remember a couple of key things to make things run smoothly and bring new people into your team:

1. Make sure you regularly check the email address you used to set up the account. If you get any applications, a notification will be sent to this email address.

2. Use the 'action' column to let volunteers know what is going on after they apply. Clicking here sends an automatic email. Try to at least use the first 'thumbs up' when you get their application to tell people you've received it and know they are waiting.

3. **Contact your applicants as soon as possible, ideally within 24 hours!** This is super important; no one wants to offer their time for free and then hear nothing. This might be the first contact they have had with XR and can determine whether they become an enthusiastic contributor to the movement or someone who goes away and complains about us to their friends! After 24 hours they'll start to 'cool' which makes onboarding harder. **A warm human voice is always better than written communication, so calling them is always the best option!**
You can find some key tips for this conversation below.

4. Don't be scared to say 'no'. Not everyone is suitable for every role; it has to work out for both the volunteer and the team. Of course you can still say 'no' nicely! If after chatting to your applicant you don't think they are suitable for your role maybe you can suggest some other ways they can get involved in XR. You may not get a new team member but you can still help to grow the movement and leave the person feeling valued.

5. Make sure you delete or hide any roles you've filled or don't need anymore. This stops the site clogging up with unavailable roles and saves you time contacting people who might apply for them.

(NB roles time-out after two months and then are hidden automatically. If you want to re-advertise the role you can un-hide it and it will reappear on the site but it will carry its orginal posting date so if you want it to appear near the top you will need to set up a new role)

6. **Urgent roles**: if your role is genuinely urgent, please email admin support at volunteer@extinctionrebellion.uk - we have the ability to bring these roles to the top of the list and give them a yellow highlight so more people see them.

Calling applicants

So someone has applied, now you need to get in touch! This should always be by phone rather than email - not only do emails often get missed or go to junk but a friendly first call can go a long way to making someone feel welcome and valued.

We know this can be a little nerve-wracking at first: how do you work out if this person is right for your role in just a short call? But don't worry - really it's just talking to good people with integrity. You can't mess it up if you're open, enthusiastic and honest. Remember, "I don't know" is a perfectly good answer - just determine if you think they're a good person and a good fit to the best of your knowledge.

If the person isn't right or doesn't feel right, it is fine to end the call early and say "we will get in touch again when something that will suit better comes up", and advise them to go and investigate roles at their Local Group, or even to set one up. Be gentle and end the call positively - not everyone can do every role after all.

Here is a suggested roadmap to help when you start making calls:

1. Read your volunteer's profile and application message (if applicable). Get a little excited about speaking to an amazing person who may be able to help.

2. Dial.

3. If no answer, either leave a voicemail or send a text/Telegram/WhatsApp message.

4. If they answer, give a clear enthusiastic intro:

> "Hi XXX, it's XXX here with Extinction Rebellion, XXX team. I'm calling because you [put your hand up for volunteering with us/applied for our XXX role]. Is now a good time to chat?" Let them answer.

5. If 'no', arrange a time to call them back.

6. If they can chat, ask a few basic questions and arrange another time to speak to them for a longer chat - preferably on Zoom:

- How much time can they volunteer?
- Do they have any access requirements we need to be aware of?
- Do they have any questions?
- Can they Zoom so you can have a longer chat about the role (as well as get to know them better)?

   NB: Always arrange the next time to speak/meet during each call so they have the date in their calendar. Saves time and makes them feel 'held'.

7. When you have your longer (Zoom) call with them, ask some open questions to get them talking. You want to gain their full attention and start collecting clues about them and if they'd be good for your role/s. Let them talk and hope they don't ramble on too much or start telling you exactly where XR are going wrong and asking to meet the management. (Listen carefully for disruptive behaviour / vocabulary)

Example questions

> "What led you to getting in touch with XR?"

> "What do you know about organising with XR?"

8. Once they are right there with you in the conversation (and haven't revealed themselves to be a flat earther), build some **rapport** - maybe share a similar anecdote and relate to their experiences. Ask questions you can relate to but keep it heading in the right direction.

Example questions

> "So are you in a Local Group?" Listening. "Wow yeah mine too; they're amazing and the Council has now declared a Climate Emergency"

> "Do you have mates (volunteering) in XR too?" Listening. "Great - how's their experience, are they finding it rewarding?" Listening.

> "Did you see that the EU have now declared a Climate Emergency?"

> THEN ASK "So have you joined a Rebellion or Action yet?" Listening. "Wow yeah I was at XXXX action and met the most incredible people" OR "Well don't worry we have plenty of roles that don't require you to [Go to London for 2 weeks / Get in trouble with the Law] - like the one I'm calling about".

9. Now find out about their background and skills. Use open or closed (yes/no) questions depending on how keen they are and how long you have to chat to them etc.

Example questions

> CLOSED: "So I saw you had Accounting skills, which we'd love to bring to our XXXX team. Is that true?"
> OPEN: "So I saw you had Accounting skills, which we'd love to bring to our XXXX team; can you tell me about that?"

> CLOSED: "So have you ever managed social media accounts?"
> OPEN: "So what's your experience with Twitter, Facebook, Insta and such?"

> CLOSED: "Have you done much copywriting?"
> OPEN: "Are you someone who's good with words and writing?"

10. You can use alternative questioning if you have a few roles that you want to narrow down, e.g. "Would you say you're more of a tech person or an arts person?"

11. Once you get a rough idea of what they are about and their strengths and specific skills, ALWAYS ASK: "How confident are you with using apps & technology to communicate?" THEN ask "And how much time do you expect to have to commit to tackling the climate emergency most weeks?"

12. If all has gone well and you think they are a match for your role, then you can give an overview of the team and what sort of thing they would be doing in the role.
"You'd be doing XXXX and working with a great team on XXXX project/action/topic. How does that sound?" Let them think.

13. DISCUSS TIME COMMITMENT. The volunteer needs to be comfortable in understanding that the time required is something they can offer, or it's simply not a fit. They are then likely to drop out in a few weeks having cost your beloved team time and effort. That said, it can be hard to gauge and we have to go with our gut here often. Do stress that they don't have to solve everything on their own and that they will have great supportive people around them.

14. If they need specific technical skills, DIG DEEPER on those now. Likewise, if you have reservations about time commitment, personality, commitment or anything else, follow your instincts here.

15. If you're happy then lay out what will happen next (but minimise barriers to entry).

16. Handle any last questions they have but feel free to say they're best off speaking to the person you're passing them on to.

17. Wrap up. "Great that's fantastic and I can't wait to introduce you to the team." Thank them for stepping up to volunteer.

AND THAT'S THE CALL!

Getting in touch if they haven't left a phone number

If they haven't left a phone number or you've had your initial call, then send an email with the suggestions below.

- Template email :
  - Thanks for signing up
  - Intro to XR link - don't send to existing volunteers.
  - How best to keep in touch (give them options that suit you)
  - Volunteer Agreement

- If you've spoken to them and arranged your next call then click the thumbs up on the Volunteer website.
- If you haven't spoken to them and you hear nothing back from your initial email, after a week send a second email. If no luck, click thumbs down.
- If they reply to your email and you're happy to move forward - click thumbs up on the Volunteer website site.
- The thumbs up/down buttons send out automated emails informing applicants whether or not they are on the waiting list.
- The thumbs up/down also informs Integrator Support how well a team is doing with recruitment.

Welcoming new volunteers

Building Onboarding into your Team

We know that one of the main reasons that volunteers stay with XR is that they find a community with us. So how can we ensure that we are as welcoming to as many people, and as many different people, as possible?

The Job of Welcoming

It is an integrator's job to find, contact and induct new volunteers into the team. It is the whole team's job to welcome them.

Make Sure:-

1. a team member steps up to have a 1-1 chat with the new volunteer in their first week!
2. a team member steps up to be the new Volunteer's "Point Person" or "Buddy" for their first few weeks, that single port-of-call if the new volunteer has any questions*; and
3. the team invites the new voluntees to any social gatherings coming up or any activities they may wish to join.
   - (**This is especially important if you organise in multiple chats, ensuring they know what's happening**)

*A buddy is vital for helping new members to feel welcome and find their feet!

The buddy's role/responsibility is:

- To make initial contact in the form of a friendly email, introducing yourself, possibly offering to meet for coffee or have a call
- To properly welcome them into XR by answering their questions, and allaying any fears they might have about getting more involved
- To generally be a friendly voice on the end of a phone and support them in finding their own place in XR

Some ideas for how a buddy can support a new XR volunteer:

- General meetups in a café to chat about their interests in XR, ask how they would like to be involved
- Inviting your buddy to a meeting that you are going to; you'll be the friendly person already there, so they won't have to go into a room of strangers
- Introducing your buddy to other XR people who are in areas that your buddy is interested in (art, media, outreach, performance actions)
- If they are ready to become involved, invite your buddy onto your local telegram group

As the Integrator, do think about how the local group will keep track of who is buddying whom.

New Volunteer in the Chat!

When a new volunteer is added to your chat (Mattermost, Signal, Telegram…) make sure to say Hi and welcome them. Make sure they know the purpose of various chats and where they can ask for help.

A Volunteer's First Meeting

Do:-

1. ensure that the team has included their roles and pronouns in their screen names **or** start off with a round of names and role descriptions; and
2. have a least one person offer to stay behind to check in with the new Volunteer, see how they found their first meeting and if they have any questions.

Don't

1. use lots of acronyms and XR jargon! Try to have someone there to call people out on their jargon and ask them to define things.

Supporting your new Volunteers

Access needs

Find out about your new volunteer's access needs and any other ways they may need to be kept safe. These may include any disclosed disability that might affect their participation in our community (such as the use of assistive technologies to read emails and the web) as well as participation in events (such as physical access needs, mental-health issues and dietary or other invisible needs).

Gathering this information must always take account of someone's right not to disclose anything, as well as their need for proper support if they do disclose something.

You can find advice on ensuring that you support volunteers with access needs in the Access and Inclusion section of the toolkit.

Keeping each other safe

Any organisation needs to keep its members safe, and we need to make sure that we know if anyone in our community might be classed as vulnerable. If you find any concerns related to a volunteer (whether about their needs or about their potential impact on other volunteers), you may need to draw up a support plan so that volunteers can be protected from anyone who might harm them, either deliberately or accidentally. You should draw up a support plan in consultation with the volunteer who is its focus, and assure them that we want them to take part and are aiming to provide them with the support they need to do this safely.

Where else can volunteers get support?

Please signpost your New volunteers to the pages **Care and Respect** and **Inclusivity** in the **Intro to XR**

Please check your New volunteers have read these and understand the behaviour they are expected to follow.

Inducting your new volunteers: Roadmap

1) Contact your new Volunteer *(UK, regional and national groups)*

These are the people who have applied for your advertised role on the volunteer website or people you find on the database who seem a good fit for your team.

- Call them (emails don't work well as a first contact) and schedule a time to talk if they are busy. See this page for some tips about calling applicants.
- Make time for their grief and questions, ask about their experiences, tell them about your group and how you hope they might help you.

2) Send them some initial information

Not too much! It is easy to overwhelm people at this stage. This is all your volunteer needs at the outset:-

1. **Intro to XR - The Essentials**.
2. Your Team's mandate.
3. An invite to your next group meeting.
4. This Roadmap (optional) - it can help volunteers to see what to expect, where they are in the induction process and to request next steps proactively.

3) First Group Meeting

- Introduce them to other team members; give them contacts.
- Ensure they know the hand signals and the process.
- Read the Regenerative Reminder at the start of the meeting.
- Make sure to give space for questions.
- Have a post-meeting debrief- ask them how they felt their first meeting went and give space for any questions they have.

4) Induction / orientation

This will be tailored to your team and staggered according to your volunteer. It is best to let them absorb one thing before moving onto the next.

- More information about your group (optional) (keep it simple - preferably not a long reading list with lots of links!).

- Send details of the general **Welcome to XR zoom call** (the **Rebellion Academy** introductory training covers similar ground, though without the personal connections and support).

- Ask them to look through **How We Work Together**.

- Once they have **signed the Volunteer Agreement**, ask your team's Group Admin to email them an **invite to the XR UK Communications Hub** and add them to your Team on the Hub. Send them the **Using the Hub- the basics** page on the Rebel Toolkit. Encourage them to attend the **Tech Support Drop-ins** if they get stuck or signpost them to the **Rebellion Academy** trainings.

- Consider pointing new recruits towards the **Foundation Programme**, which will give them a really thorough grounding of skills, and a good understanding of how XRUK works. The programme comprises of Zoom trainings; selected reading and e-learning; and support, help and guidance from the course directors.
  Send your new team members this link to apply

5) Direct them towards concrete tasks

Super important for volunteer retention! People are more likely to stick around when they feel valued and affirmed.

- Have a list of simple tasks that a new volunteer can take on easily e.g:
  - Leafleting

  - Lobbying their local MP to support the Climate and Ecological Emergency bill
  - Paint the Streets: flyposting, chalk painting, stickering.....

  - Supporting us on social media
  - Talking to friends about the climate and ecological emergency and inviting them to a Welcome to XR session
  - Secretary-type stuff: taking notes, sending around action points etc
  - Emails: keeping on top of your inbox (they will need help to start)
- Share Action Points - if you've got too many things on your plate, ask them for help!

6) Check in, check progress

Try to have a weekly call with your new volunteers.

- Try to answer their questions and, if you can't, let them know who can.
- Try to gauge their understanding of XR and find out if there is anything they would like to learn about in more depth. If so, direct them to Rebellion Academy or specific talks /

trainings.

7) Invite them to a circle meeting (optional)

- This will help a new Volunteer see the XR structure from a different perspective and how information moves across the system.
- You do not have to be in the Circle meeting with them but, by this point, they should be well acquainted with the team External Coordinator so there will be a known face.

8) Final debrief / allocation of role

After about a month, most new Volunteers will feel like they have an understanding of XR and how things are structured. You have now shared your skills and contacts - this marks the end of your guidance!

Have a meeting to debrief;

- how was their experience, where do they want to go from here?
- Will you continue to share the mandate?
- Is there a way to split the mandate?
- Is there a gap within the team they would like to fill?
- Do they have a project idea of their own they would like to pursue within XR?

You should have built a good level of trust with a new Volunteer before asking them to take on roles that involve handling other people's data (e.g. mailing lists, an account on the volunteer website). Please make sure anyone taking on such a role has signed the **Volunteer Agreement** and understands the basic principles of data protection.

> **Every volunteer journey will have a slightly different conclusion; please take some time to reflect on your experience.**

Integrator Resources

Integrator (Onboarder) training:

- Here's the link to the slides used in the **Integrator Training sessions for Local Groups** and **Integrator Training sessions for Working Groups**

Resources for new rebels:

- **Intro to XR**
- **Foundation Programme Sign-up**
- For info and questions about the Foundation Programme contact **Foundation Programme Email**
- For new rebels who cannot or don't want to join actions in person: **Digital Rebellion**

Resources for Integrators:

- Link to the **Integrator Handbook** of which this page is a part
- **Local Group Building**
- To create your own automatic welcome email see slide 8 of the Integrator Training (linked above) use this **template**
- Link to the **UK Organism** (see how we're organised as a Self-Organising System)
- **How to hold a Welcome to XR Session for Local Groups**
- Action Network Training: **Training Request From** and guidance in the **Action Network for XR** book
- For any questions about Action Network **contact the Action Network Data Team**
- For any social media questions: **M&M Get Started**
- Find your local group: **Local Group Map**
- Or to keep your Local Group's details up to date on the map: **Update the Local Group Map** (Click the 'Add or Update' button on the bottom left)
- Outside of the UK? **XRGlobal map**
- GDPR (General Data Protection Regulation): page on the Rebel Toolkit

- For Integrators of regional or national working groups, watch this **7-minute video** on how to use the Volunteer Website.

Case Studies:

- XR Midlands, flowchart and process: **Midlands Case Study**

- Haringey Spreadsheet - please copy and use as you wish: **Haringey Case Study**

- Oxford case study - how this local group runs and organises their integration: **Oxford Case Study**

- Connecting through sharing Life Stories: **Sharing Life Stories**

Integrator Support:

- We run regular live training on Zoom. Check the **Welcome/Onboarding (Integrator) Support Channel** on Mattermost or email us at

  pathways+int@extinctionrebellion.uk for dates or check the **Events page** on the XRUK website

- Integrator (onboarder) training on the **Rebellion Academy**

Peer support:

- Join the **Integrator Support Channel on Mattermost** for integrators (onboarders) to share resources and support.

Contact the Pathways team:

- Message us directly on Mattermost: **Pathways Reception**
- For support on using the Volunteer Website, please email us at:

  volunteer@extinctionrebellion.uk

- For anything else you can get us at **pathways+int@extinctionrebellion.uk**