

VOLUNTEER AGREEMENT

This Volunteer Agreement describes the arrangement between **(NAME OF ORGANISATION)** and you. It tells you what you can expect from us, and what we expect from you. We aim to be flexible and will do the best we can to make your volunteering experience with us enjoyable and rewarding. If you have any suggestions or you think any changes would work better for both you and us, we are always open to listening and acting, where possible.

We hope that you enjoy volunteering with us and fully feel part of our team.

Part 1: The Organisation

Your role as a volunteer is **(VOLUNTEER ROLE TITLE)** and starts on **(DATE)**. The purpose of your role is designed to help **(NAME OF ORGANISATION)** in our work of **(PLEASE SPECIFY)**.

(NAME OF ORGANISATION) commits to the following:

1. Induction and Training

- ☐ To provide a thorough induction on the work of **(NAME OF ORGANISATION)**, its staff, your volunteering role, and the induction and/or training you need to meet the responsibilities of your role.

2. Supervision, Support and Flexibility

- To explain the standards we expect for our services and to encourage and support you in achieving and maintaining them.
- To provide a named person who will meet with you regularly to discuss your role as a volunteer and any achievements or issues you would like to discuss.
- To do our best to help you develop your volunteering role with us.

3. Expenses

To repay the following expenses in line with the procedures set out in our Handbook:

- Travel to and from home to the project and during your work as necessary - please see our Handbook for details of appropriate methods of travel and car mileage allowances.
- A meal allowance up to a maximum of £4.50 with a receipt - to be eligible you must volunteer around meal times or for at least 4 hours on any one day.

4. Health and Safety

- ☐ To provide adequate training and feedback in support of our health and safety policy. This is kept in our main office and is accessible on the shared drive.

5. Insurance

- ☐ To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by **(NAME OF ORGANISATION)**.

6. Equal Opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.
- To consult with you and keep you informed of possible changes.

7. Problems

- To try to resolve fairly any problems, grievances and difficulties that may arise during your time as a volunteer with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in our Grievance Procedures.

Part 2: The Volunteer

I agree:

- To help **(NAME OF ORGANISATION)** fulfil its service;
- To perform my volunteering role to the best of my ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and its clients;
- To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.

Note: This agreement is not intended to form a legally binding contract of employment.

ORGANISATION

Name:

Signed:

Date:

VOLUNTEER

Name:

Signed:

Date:

*Last review: July 2025
Next review: July 2027*