



Volunteer Agreement

Introduction

Volunteers are an important and valued part of Creswell Heritage Trust. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and how we anticipate your role within the organisation. We expect flexibility so this is a living document which is not legally binding so if in the future there are any changes you think necessary this document can be reviewed at any time.

The Agreement

We, Creswell Heritage Trust, will do our best:

- ◆ To introduce you to how the organisation works and your role within it through a thorough induction and by providing you with a Volunteer Handbook.
- ◆ To provide any training you need to fulfil your role.
- ◆ To respect your skills, dignity and your rights as an individual in line with our Equal Opportunities Statement.
- ◆ To provide the support you need and keep your role under review with keep your role under review with regular opportunities for you to meet with your supervisor to discuss any concerns or aspirations you may have.
- ◆ To reimburse out of pocket expenses for travel and childcare costs.
- ◆ To consult with you and keep you informed of possible changes with regard to your role.
- ◆ To provide adequate insurance cover during your time with us*.
- ◆ To provide a workplace which is both safe and has regard for your wellbeing*.
- ◆ To provide any specialist clothing or safety equipment necessary.
- ◆ To try to resolve fairly any grievances and difficulties you may have as a volunteer and to apply our problem solving procedure to any unresolved problems*.

Volunteers, in turn, will do their best:

- ◆ To work to the best of their ability, and uphold the high standards of conduct and service required by Creswell Heritage Trust.
- ◆ To be reliable, meet any agreed time commitment and give reasonable notice when this is not possible so that other arrangements can be made.
- ◆ To follow Creswell Heritage Trust's rules and procedures, including health and safety, equal opportunities and confidentiality*.

*More details on these issues are provided in the Volunteer Handbook.

Note: This agreement is in honour only and is not intended to be a legally binding contract of employment. It may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.