[Organisation name/logo]

Volunteer Agreement

The [role title] is a voluntary role. We wish to assure you of our appreciation of your gift to the diocese and will do the best we can to make your experience with us enjoyable and rewarding. This volunteer agreement describes the arrangement between the [organisation name] and you.

Part 1: the organisation

Your role is as a volunteer in the role of [role title], an outline of the role is attached. The role starts on [start date]. This volunteering role is designed to [purpose of role].

You can expect from the [organisation]:

1. Induction and training

* To provide an induction on the work of the [organisation], its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

2. Supervision, support and flexibility

* To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
* To provide a named person who will meet with you regularly to discuss your role and any successes and problems.
* To do our best to help you as you develop in your role.

3. Expenses

* To reimburse these expenses following the [organisation] procedures:
  + Travel to and from home to [office location] and as you fulfil your role.
  + Any additional travel that has been agreed as part of your role.
* Please keep all your receipts to give to us when we reimburse your expenses.

4. Health and safety

* To provide adequate training and feedback in support of our health and safety policy.

5. Insurance

* To provide adequate insurance cover for volunteers whilst carrying out a role which has been approved and authorised by us.

6. Equal opportunities

* To ensure that all volunteers are supported in accordance with our equal opportunities policy.

7. Problems

* To try to resolve fairly any problems, complaints and difficulties you may have while you exercise your role.
* In the event of an unresolved problem, to offer an opportunity to discuss the issues with your named person who supervises this role.

8. Data protection

* The organisation collects and processes certain types of data about you and does so in line with current data protection legislation. Please read the organisation’s privacy notice which is attached to this document for more information.
* You shall make yourself aware of the organisation’s policies in relation to compliance with data protection obligations and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the organisation immediately upon discovery of a data breach.

Part 2: the volunteer

We expect you:

* To help the [organisation] fulfil its aim to [link to purpose of role].
* To perform your role to the best of your 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 of its clients.
* To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice in the event of problems so that other arrangements can be made.
* To provide referees as agreed who may be contacted, and to agree to a Disclosure and Barring Service check being carried out if necessary.
* To let the organisation know as soon as possible when you are unable to fulfil your role so that other arrangements can be made.

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

I have read and understood the above voluntary agreement:

Name…………………………………………………………….. Date……………………………….

Signed on behalf of [organisation name]

Name………………………………………….………………………….Date……………………..……………