



Volunteer agreement

We want your volunteering role to be both rewarding and enjoyable and for you to feel valued and part of the GWT team. This agreement has been created to ensure that both you as the volunteer and GWT are clear about expectations in regards to support, communication, health & safety and other procedures.

This agreement is binding in honour only, is not intended to be legally binding contract between us and 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.

Gloucestershire Wildlife Trust

will:

- Provide a designated supervisor for each task.
- Provide information into how the organisation works and your role within it, through our volunteer handbook, our website and through optional events and monthly newsletter (opt-in required).
- Provide relevant induction and training for the tasks that we ask you to carry out.
- Provide Employer's Liability insurance.
- Provide safety clothing and equipment as appropriate.
- Ensure you are in a safe working environment, including carrying out and sharing with you our Risk Assessment ahead of activities where necessary.
- Ensure that voluntary opportunities are open and inclusive, as far as is practically possible.
- Provide out-of-pocket expenses as agreed with your staff contact in-line with the expenses policy.
- Aim to reply to any queries within 10 working days. Please note this might not be possible if the Volunteer Coordinator is on holiday or ill.
- Hold required personal data securely, confidentially and in-line with all current legislation.
- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.
- Continue to find ways to show our appreciation to volunteers for their on-going support.

Continued

As a volunteer, we ask that you:

- Carry out your task(s) to the best of your ability.
- Follow instructions set out by your designated supervisor, in particular taking note of risk assessments and adhering to any Health & Safety directives issued as part of the training for any task.
- Speak to a member of staff should you require further clarification on a task.
- Report any incidents, accidents or near misses to your designated supervisor or a member of GWT staff.
- Tell us what skills and experiences you can bring and what you want to gain from volunteering. This will help us deliver a satisfying and rewarding experience for you.
- Represent the Trust in a professional manner, and interact courteously with the public when carrying out GWT business/activities, both in person and online.
- Be respectful towards other volunteers, staff and anyone you may be liaising with as part of your volunteering, in line with our Equality, Diversity and Inclusion policy. We will not tolerate any form of offensive language or offensive comments.
- Take good care of GWT resources and equipment.
- Inform your supervisor if you can no longer carry out a voluntary task, or undertake it at the agreed time.
- Inform your supervisor if there are changes in your circumstance including medical conditions or other situations that may affect your ability to undertake your volunteer tasks.
- Keep us informed with up-to-date personal information, such as contact details and emergency contact details.
- Undergo a Disclosure and Barring Service check at the appropriate level, such as if you will be working with children or adults at risk, or be responsible for Trust money.
- Give as much or as little time as they consider appropriate to them.

Your designated point for any questions or concerns regarding volunteering is:

Ellie Murray (Volunteer Coordinator)

Email: volunteering@gloucestershirowildlifetrust.co.uk

Phone: 07485 307236

All volunteers participating in our activities must adhere to our volunteering agreement. If you have any questions about our agreement, please discuss with the Volunteer Coordinator before starting any volunteering activity.