

**EastSide Partnership Volunteer Agreement**

This Volunteer Agreement describes the arrangement between EastSide Partnership and you, the volunteer. We wish to assure you of our appreciation of your volunteering with us and our commitment to do the best we can to make your experience with us enjoyable and rewarding.

**Part 1: The Organisation**

Your role as a volunteer is to assist with the delivery of EastSide Partnership led projects including EastSide Arts, EastSide Greenways, EastSide Learning, EastSide Tourism and Scaffolding Project events as well as our other regeneration focussed initiatives. EastSide Partnership commits to fully supporting you in your role, providing training where possible, ensuring you are supported by staff and providing clear guidance during the volunteer event.

**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 when required to discuss your volunteering and any successes and problems;
* To do our best to help you develop your volunteering role with us;
* To provide training & development where possible

**Expenses**

* **To endeavour** to repay the following expenses upon submission of receipts to EastSide Partnership with prior approval:
  + Travel to and from home to events and during your volunteering
  + Reimbursement of meal costs to a maximum of £5 (with receipts) where a meal is not provided. To be eligible you must work around meal times or for at least 4.5 hours a day.

**Health and safety**

* To provide adequate training and feedback in support of our health and safety policy. Please familiarise yourself with the *ESP Health & Safety Policy* and the *ESP Health & Safety Policy Volunteer Guidance*

**Insurance**

* To provide adequate insurance cover for volunteers whilst undertaking activities that are approved and authorised by us.

**Equal Opportunities**

* To ensure that all volunteers are dealt with in accordance with the *ESP Equal Opportunities Policy*:

*The aim of this policy is to communicate the commitment of EastSide Partnership to equal opportunities for all staff and volunteers. The policy will ensure that unlawful discrimination of any kind is not shown towards any job applicant, employee or volunteer.*

*EastSide Partnership is an Equal Opportunity Employer. This means that the Partnership does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual discrimination, marital status/civil partnership status, religious belief or political opinion, race, age, sexual orientation or disability. Unlawful discrimination is defined as treating a person less favourably than others, or would be treated in the same or similar circumstances.*

(Extract taken from ESP Equal Opportunities Policy)

**Handling Problems**

* To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us
* In the event of an unresolved problem, to offer an opportunity to discuss the issues with a member of the management team.

**Part 2: The Volunteer**

The volunteer commits:

* To help EastSide Partnership fulfil its mission, ‘to make east Belfast a better place’
* To carry out the agreed volunteering role to the best of my ability;
* To follow the organisation’s procedures, including health & safety, equal opportunities and confidentiality of information, in relation to its staff, volunteers and clients;
* To meet time commitments and standards agreed for my role (as per role description which will be provided) and to give reasonable notice so other arrangements can be made should I be unable to complete the role;
* To agree to an Access NI check being carried out;
* To participate in training and development where appropriate/ available.

This agreement is binding in honour only; it is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. No employment relationship is intended either now or at any time in the future.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(volunteer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(on behalf of ESP) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_