



**Making an Impact through Volunteering**

# Volunteer Agreement

Welcome to Impact.

Impact has made a key commitment to volunteering and volunteers and recognises they are at the heart of what we do and who we are. Impact values the contribution that volunteers give and is committed to involving volunteers in all areas of our business.

Although volunteers offer time freely and willingly without any binding obligation, there is a presumption of mutual support and reliability. Expectations of both the volunteer and Impact will form part of this Volunteer Agreement.

## Impact's Commitment

Impact will:

- \* Have a team that fully informs you of the volunteering process and maintain contact throughout the volunteering placement.
- \* Provide a full and comprehensive induction to the organisation, the team and your volunteer role. A thorough Health & Safety induction will be included.
- \* Provide a named member of staff who will offer full support to you including supervision meetings, the frequency of which will be agreed and dependant on the number of volunteer hours.
- \* Offer you the opportunity to access relevant training (internally and externally) aiding personal and professional development.
- \* Offer you the opportunity to develop a personal portfolio to evidence experience and successes to assist progression.
- \* Provide a reference should you progress to paid employment or further training.
- \* Accept applications from you for vacant posts, prior to external advertisement as part of our "internal first" approach to recruitment and selection.
- \* Reimburse you for your expenses.
- \* Offer you the opportunity to purchase goods from our Furniture stores across the county.
- \* Provide adequate insurance to cover you whilst in your voluntary role.
- \* Strive to resolve any issues, grievances or difficulties in a fair way.

## Volunteer Commitment

In my role as volunteer, I will:

- \* Adhere to Impact's policies and procedures, but ask if unsure of anything.
- \* Be a representative of Impact, both inside and outside of placement and to promote the services we offer.
- \* Adhere to our confidentiality rules maintaining any confidential information of the organisation and of its service users.
- \* Volunteer at agreed times and give as much notice as possible, if unavailable, sick or intend to stop volunteering.
- \* Take part in surveys and conversations to enable the Give & Gain team to review our volunteering offer and improve and develop the programme.

## Volunteering Details

Volunteer Name:

Named Supervisor:

Team:

Volunteer Location:

Times and Days to volunteer:

Overview of the Role:

Signed by Volunteer:

Date:

Signed by Supervisor:

Date:

