

Youth Genesis Trust (Ltd): Volunteer Agreement

This Volunteer Agreement describes the arrangement between the Youth Genesis Trust and you. The Trust wishes to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us as enjoyable and rewarding as possible.

Volunteer: _____

On behalf of the Youth Genesis Trust (Ltd):

Name: _____

Role: _____

Youth Genesis Trust agrees to provide:

1. Induction and training

- To provide an induction to the sessions that you will be working, its staff, your volunteering role and training you need to meet the responsibilities of this role.

2. Supervision, support and flexibility

- To explain the standards we expect for our work 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 volunteering and any successes and headaches;
- To help identify any training needs for your personal and professional development;
- To do our best to help you develop your volunteering role with us.

3. Expenses

- To reimburse expenses incurred as a direct result of your work with the Trust:
- Travel from home to a place of training: car mileage allowances are paid at 30 pence per mile.
- Other proven expenses may be paid to help you volunteer
- Please keep all your receipts to give to your Line Manager when you claim the reimbursement of agreed expenses. **Please note: expenses must be agreed in advance otherwise they may not be paid.**

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy which will form part of the induction process – more details can be found at: <http://www.youthgenesis.org.uk/policies.php>

5. Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their approved and authorised volunteering role. **Please note: this does not include personal items.**

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy can be found on <http://www.youthgenesis.org.uk/policies.php>

7. Problems

- To try to resolve fairly any problems, complaints 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 in accordance with our policies and procedures.

The volunteer agrees to:

- To be available on a weekly basis (during school term time) to deliver the following youth work sessions:
 - **Example:**
 - **“Cranbrook Youth Space” on Tuesdays (during term time) from 6:30-9:30pm**
- Arrive at youth work sessions and meetings at specified times.
- Notify their Session Leader/Line Manager at least 24 hours prior to a session starting if they will be unavailable for youth work sessions.
- Adhere to the Trust’s policies & procedures, including health and safety, equal opportunities and good practice in relation to its staff, volunteers and young people.
- Maintain the confidential information of the organisation and of its users as appropriate.
- Be aware of the importance of safeguarding policies and procedures and to always discuss with a colleague any safeguarding concerns.
- Be available for regular Supervision sessions as agreed.
- Be committed to training and development.
- Give ONE MONTHS notice in writing if you are unable to continue volunteering with the Trust.
- Return Trust property following the termination of this agreement, including clothing (i.e. hoodies, shirts, coats etc.), ID badges and equipment – failure to do so may incur a charge.

This agreement is binding in honour only; it 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 intends any employment relationship to be created either now or at any time in the future.

Signed

Volunteer _____ Date _____

On behalf of the Youth Genesis Trust (Ltd):

_____ Date _____

Please note: a start date should not be agreed until two references and a DBS check are all in place and are satisfactory in line with the Trust's Policy.

Please sign and return your Volunteer Agreement to:

**Michelle Taylor, YOUTH GENESIS TRUST (Ltd), Palace Avenue Business Centre, 4
Palace Avenue, Paignton, Devon, TQ3 3HA**

Or email: michelle@youthgenesis.org.uk

