

# Volunteer Agreement

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# Engage Liverpool CIC Ltd

## Volunteer Agreement

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# Part 1: Engage Liverpool

The purpose of this agreement is to clarify the expectations Volunteers may have of Engage Liverpool and those we have of our Volunteers.

We, Engage Liverpool, accept the **voluntary** service of

We commit to the following:

- To assist Volunteers in carrying out their roles by providing information and support
- To try to match your needs and motivations to those of Engage
- To recognise and value your contribution
- To make it clear what is expected of you as a volunteer and to provide regular feedback
- To have an understanding of the need for flexibility within the role
- To provide adequate insurance cover for Volunteers whilst undertaking work approved and authorised by Engage
- To reimburse all agreed out of pocket expenses (supported by receipts) incurred in a volunteering capacity for Engage
- To endeavour to resolve any problems, grievances and difficulties which may be encountered while volunteering with Engage and an opportunity to discuss the issues in accordance with the procedures laid down by Engage.

Agreed to:

Engage Signature:

Name in Capitals:

Date:

## Part 2: The Volunteer

Full name in capitals

I,

Agree to act as a Volunteer for Engage Liverpool and commit to the following:

- to help Engage in its work with city centre residents
- to carry out my volunteer duties to the best of my ability
- to adhere to Engage's procedures and standards, including confidentiality of organisation and customer information
- to meet time commitments, other than in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made;
- to provide receipts in support of all claims for out of pocket expenses;
- to provide names and addresses of 2 referees (neither of whom is from my immediate family or lives in the same household) who may be contacted, and to a police check being carried out where required.

Engage Liverpool is committed to Equal Opportunities. It is committed to promoting opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Engage Liverpool's Equal Opportunity Policy.

Agreed voluntary time commitment:

Weeks/Days/Hours

This agreement is binding in honour only, is not intended to be legally binding and may be cancelled at any time at the discretion of either party, but will expire automatically within 6 months unless renewed by both parties.

## Part 2: The Volunteer

Agreed to:

Volunteer Signature:

Name in Capitals:

Date:

For office use only

References:

- Applied for
- Received & attached
- Accepted

Police Check:

- Applied for
- Received & attached
- Accepted