



Christchurch Community Partnership  
 contact@christchurchcommunitypartnership.org.uk



*Building a Better Christchurch Together*

**Volunteer Agreement – Christchurch Community Partnership**

Name of Volunteer:	
Volunteer Role:	
Project Name:	
Project Leader:	
Date:	

Dear .....,

Thank you for attending the meeting on ..... with ..... The Partnership is pleased to welcome you as one of its volunteers.

As was agreed your role will be ..... and your immediate point of contact or mentor for all matters will be....., who is one of our Trustees / Executive Officers / Project Leaders primarily responsible for ..... Please do not hesitate to contact him / her about any day to day queries you may have about your specific volunteering role and me about any other broader volunteering issues.

As agreed we look forward to you starting with us on..... with a 6 week trial period. This will consist of an induction programme, initial training (if required) and a settling in period of voluntary work. After the 6 weeks, your mentor and I will sit down and review your voluntary work placement with the Partnership.

As agreed at our initial meeting, you are able to volunteer .... hours per week, spread over ... days (M,T,W,T,F,S and/or S). If you cannot attend or you have a particular problem, please contact your mentor and likewise if you want to change this commitment, please discuss it with him / her or myself.

You have been given a copy of your role description outlining the nature and purpose of the voluntary work. A full induction session will be arranged on your first day to go through

our volunteers' handbook, a copy of which you will receive. This will provide you with what you need to know to make your volunteering experience with us a worthwhile and an enjoyable one.

I would like to take this opportunity to outline the expectations of both the Partnership and you, as one of our new volunteers.

**What we expect from you:**

- • You will volunteer at the times agreed or inform us if this is not possible;
- • You will abide by the Partnership's objectives and its Equality and Diversity, Health and Safety, confidentiality and other policies, as outlined in the volunteer handbook.

**What you can expect from the Partnership:**

- • A full induction and any training necessary to help you carry out your role;
- • Support from your mentor and myself to help you carry out your role;
- • To be treated with respect and in line with the Partnership's policies;
- • To be provided with reimbursable expenses, and information on how to claim;
- • To be covered by the Partnership's insurance.

I hope you find this arrangement satisfactory. Your mentor will discuss your role in more detail at induction.

Yours sincerely

**Mentor/Inductor**

Signature:

Name:

Date:

**Volunteer**

Signature:

Name:

Date: