



Volunteer Agreement

Volunteers are an important and valued part of the team. We hope that you enjoy volunteering with us.

This agreement tells you what you can expect from us, and what we hope for from you. We aim to be flexible, so please let us know if you would like us to consider any changes and we will do our best to accommodate these.

This agreement does not constitute a contract of employment, volunteer roles are unpaid, and volunteers can stop volunteering whenever they choose to.

Volunteer Responsibilities

- Support and promote Avon Needs Trees aims appropriately
- Reliably, responsibly and safely carry out your agreed volunteer role
- Give as much warning as possible whenever you cannot volunteer when expected
- Follow provided policies, procedures and guidance in areas such as health and safety, equal opportunities, safeguarding and confidentiality
- Attend relevant training and meetings
- Reply to communications from Avon Needs Trees when required
- Volunteer as part of a team, with other Avon Needs Trees volunteers, trustees, employees and partners
- Have a friendly, flexible and supportive attitude
- Treat anyone you encounter when volunteering with fairness and respect
- Ensure all volunteer related information and contact details remain confidential, and are only shared externally with prior agreement

There may be a time when you wish to end your volunteer role, for example if you have a change in personal circumstances. If this is the case, please let a member of staff know as soon as possible.

Avon Needs Trees may end your volunteer role if you do not adhere to the volunteer agreement.

If you have any questions please speak to a member of staff.



Avon Needs Trees's responsibilities to all volunteers

- A clear induction to Avon Needs Trees and your volunteer role
- A named staff supervisor, as your go-to person for support
- Appropriate guidance, training and resources to carry out your activities effectively and to keep yourself and others safe
- The opportunity to connect with other local volunteers
- Regular communication to keep you informed
- To be reimbursed for agreed expenses
- Public liability insurance to cover your Avon Needs Trees volunteer activities
- To be treated fairly and with respect
- Confidentiality of volunteer records, as agreed on application
- To follow our problem solving procedure appropriately, should any problems arise
- To seek feedback from volunteers about their experiences and review this feedback regularly, to help us improve.