



Dear [insert name of volunteer]

## **Volunteer Arrangement**

Thank you for your offer to work for The Big Story Trust ("the Charity") without payment. I am delighted to formally confirm that the Charity would like to take up your kind offer. This letter sets out how this voluntary arrangement will work in practice.

### **1. Work**

We have agreed that you will work for the Charity as a [Insert role]. It is expected that this will involve:

[Detail what their role as a volunteer will entail]

You may be asked to carry out other tasks from time to time.

### **2. Obligations**

You are under no obligation to work for the Charity and it is not intended that the Charity will employ you or make any payment of salary to you.

### **3. Expenses**

Our expenses policy for employed staff will also apply to you. The expenses policy is attached to this letter.

### **4. Times and Days of Work**

You have offered to be available to work [ ] hours per week and we will notify you of the times when there is work available for you to carry out as a volunteer.

### **5. Holidays \***

As you are not under any obligation to work for the Charity, you are entitled to take as much or as little time off as you choose. However, we would encourage you to have a minimum of 5.6 weeks in which you do not carry out any work each year.

In order to help us organise our volunteers we would ask that you give the Director at least [one] week's notice if you no longer plan to work on a day which you have previously indicated you would work.

### **6. Sickness absence**

In order to help the Charity to manage its affairs, please would you inform the Director if you are unable to work due to sickness on any day on which you have previously indicated you would work.

### **7. Duration of the arrangement**



We anticipate this arrangement will be of 1 years' duration based after which period it may be extended.

#### **8. Termination**

The Charity are not required to give any notice to terminate this arrangement and we reserve the right to refuse your offer to work for us at any time.

We would request that you give at least 4 weeks' notice if you wish to terminate this arrangement to assist the Charity in managing its affairs.

#### **9. Place of work**

We anticipate that you will normally carry out your work at based at home. It may be necessary for you to travel to carry out tasks from time to time.

#### **10. Conduct and Statements**

The continuation of this arrangement is dependent on your adherence to our Statement of Faith and your life being led in accordance with a good Christian testimony. We would also expect that you would become a member of a local Church

The Charity's public profile and reputation are very important to it. We expect our volunteers to conduct themselves in a way which would not bring the Charity into disrepute and not to make statements that would bring the Charity into disrepute. Please find attached to this letter for your information a copy of our Code of Conduct which applies to employees and which we expect our volunteers to comply with.

#### **11. Management of your work**

The Director is responsible for overseeing the work that you carry out. If you are dissatisfied with any issue relating to your work as a volunteer you should attempt to resolve the matter with the person concerned. If such resolution does not prove possible you should discuss the matter fully with the Chair of Trustee's.

#### **12. No agency**

You do not have the authority to bind or commit the Charity in any way unless expressly authorised by the Director in writing.

#### **13. Motor vehicles**

If it is necessary for you to use your own vehicle for the Charity's purposes we shall reimburse you for every mile for which you necessarily use your own car in the performance of your work at 45p per mile or at the HM Revenue and Customs authorised mileage rates enacted from time to time.



If it is necessary for you to drive any motor vehicle in connection with the Charity's activities you may be requested to permit us to examine your driving licence and (whenever your own car is used for our purposes) your motor car insurance policy and current certificate of insurance.

#### **14. Health and Safety**

We are under a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all employees and other persons (including volunteers and members of the public) who are affected by our activities.

You must take reasonable care for your own health and safety and that of other persons who may be affected by your work.

We request that all volunteers co-operate fully with the Charity's health and safety policy by

- performing their duties safely and efficiently;
- not doing anything which does or might injure any other person or expose any other person to risk;
- making full and proper use of all safety and protective equipment and clothing;
- adhering to all procedures specified by the employed and volunteer staff or any instructions issued with any plant or machinery or substances used at work; and
- reporting any actually or potentially unsafe conditions, system of work, buildings, vehicles, plant or other equipment.

Our Health and Safety policy is attached for your information.

#### **15. Disclosure and Barring Service**

The nature of the work that you are volunteering for is such that a certificate must be obtained from the Disclosure and Barring Service (DBS). It is a condition of your being engaged as a volunteer that you provide a copy to the Charity of a certificate issued by the DBS indicating that you are not unsuitable for or barred from working with minors under the age of 18 years or vulnerable adults. You may be required to assist the Charity in obtaining a further certificate or by consenting to the Charity carrying out a DBS Update Service check at any time.

#### **16. Confidentiality**

The nature of your role as a volunteer is such that you may be provided with information of a confidential nature relating to the Charity. Volunteers must keep such



information confidential and not use or disclose it except as authorised or as required by their duties.

All records created (whether written or electronic) including accounts, documents and notes about the Charity and its activities and all copies and extracts of them made or acquired by you in the course of your work as a volunteer shall be:

- the Charity's property;
- used for the Charity's purpose only;
- returned to the Charity at any time on demand; and
- returned to the Charity without demand if you cease to be actively involved in the Charity's work.

## 17. Training

You will be provided with an appropriate induction and further training to assist you in carrying out your role as a volunteer. This will include: [List details to be covered in induction or training].

The arrangements set out in this letter are not intended to create a legally binding contract.

If you are happy with the arrangements that I have outlined I should be grateful if you would sign the duplicate copy of this letter and return it to me.

Yours sincerely,

**Nathan Ward**

**Director**

**For and on Behalf of The Big Story Trust**

Signed: .....

[Volunteer Name]

Dated: .....