



‘Dippy on Tour: A Natural History Adventure in Rochdale’ Volunteer Agreement

Link4Life and Rochdale Borough Council are working in partnership to engage people from across the region to be part of Dippy’s visit to Rochdale. This is a volunteer agreement between you and both partners for your involvement in the ‘Dippy on Tour: A Natural History Adventure in Rochdale’ project from January 2020 until the end of June 2020.

The volunteer roles for the Dippy on Tour project will take place between both venues; Touchstones Rochdale and Number One Riverside. Volunteers may be asked to be based at either site.

We appreciate you volunteering and will aim to do our best to make your volunteer experience with us both enjoyable and rewarding. This volunteer agreement tells you what you can expect from us and what we hope from you.

Part 1: The organisation

Link4Life and Rochdale Borough Council commit to the following:

1. Induction and Training

- To introduce you to the ‘Dippy on Tour: A Natural History Adventure in Rochdale’ project, the Dippy exhibition, and your volunteering role.
- To ensure you receive relevant training needed to meet the responsibilities of this role.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide contact details for a person(s) who will meet with you, be available to discuss your volunteering and any problems you may have, and also to discuss any successes you would like to share.
- To communicate with you effectively about scheduling and location of your shifts.
- To treat you as an equal member of our team.
- To do our best to help you develop your skills during your time volunteering as part of the ‘Dippy on Tour: A Natural History Adventure in Rochdale’ experience.
- To provide you with the appropriate uniform (this may include a t-shirt, fleece and identification badge).

3. Expenses and benefits

- To reimburse acceptable out of pocket travel expenses on presentation of receipts up to a maximum of £8 per day.
- To provide access to free tea and coffee when volunteering.

4. Health and Safety

- To provide adequate training and feedback in support of the Link4Life and Rochdale Borough Council health and safety policies.
- To provide a safe workplace.

5. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us (Link4Life and Rochdale Borough Council).

6. Equal opportunities

- To ensure all volunteers are treated in accordance with the Link4Life and Rochdale Borough Council equal opportunities policy.
- To respect your skills, dignity and individual wishes and do our best to meet them.

7. Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.

Part 2: The volunteer

As a volunteer I agree:

- ✓ To help Link4Life and Rochdale Borough Council perform the services required to deliver 'Dippy on Tour: A Natural History Adventure in Rochdale'.
- ✓ To perform my volunteering role to the best of my ability.
- ✓ To be polite, friendly and treat all volunteers and visitors to 'Dippy on Tour: A Natural History Adventure in Rochdale' equally.
- ✓ To follow the Link4Life and Rochdale Borough Council procedures and standards, including health and safety, safeguarding and equal opportunities, in relation to staff, volunteers and visitors.
- ✓ To adhere to the equal opportunities policy and raise discriminatory behaviour with relevant staff.
- ✓ Not to divulge any confidential information that I may be party to during my involvement in 'Dippy on Tour: A Natural Adventure in Rochdale'.
- ✓ To attend induction and training sessions relevant to me and my role, including basic safeguarding training.
- ✓ To volunteer to the best of my ability, be reliable, arrive at the agreed time and to give as much notice as possible whenever I cannot volunteer when I am expected.
- ✓ To have a reasonable expectation that I will be able to commit to at least one 4 hour shift per week each week for the 20 weeks the 'Dippy on Tour: A Natural Adventure in Rochdale' is open to the public.

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 is it intended for any employment relationship to be created either now or any time in the future.

24 September 2019

Ends