



GIBRALTAR HERITAGE TRUST

VOLUNTEER AGREEMENT

Volunteers are an important part of the Gibraltar Heritage Trust. We hope that you enjoy volunteering with us and feel a full part of our team.

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

FULL NAME:

EMAIL ADDRESS:

Tel No.:

DESCRIPTION OF VOLUNTEER ROLE: (please include number of volunteer hours)

START DATE:

END DATE: (if applicable)

We, The Gibraltar Heritage Trust, will do our best:

- To introduce you to how the organisation works and your role in it and to provide any training you need. The initial training agreed is:
- To provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us. Your manager/supervisor's name is:
- To respect your skills, dignity and individual wishes and to do our best to meet them
- To consult with you and keep you informed of possible changes
- To provide adequate insurance cover for you whilst carrying out your volunteer role, as approved and authorised by us
- To provide a safe workplace
- To apply our equal opportunities policy
- To apply our complaints procedure if there is a problem



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I, Name of Volunteer....., agree to do my best:

- To work reliably to the best of my ability, as agreed with the Gibraltar Heritage Trust and in the role described in this document
- To follow the Gibraltar Heritage Trust's rules and procedures, including health and safety, equal opportunities, in relation to its staff, member, volunteers and clients
- To maintain confidential any information of the organisation and of its members and clients, this includes clearance being sought ahead of social media posts referring to projects in progress.
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible
- To provide referees, as agreed, who may be contacted and to agree to a Police check being carried out where necessary

This agreement is binding in honour only, 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 of us intend any employment relationship to be created either now or at any time in the future.

Signed Volunteer:

Date:

Signed for and on behalf of
Gibraltar Heritage Trust:

Date:

**One copy for the Volunteer's retention
One copy for GHT records**