

## Localise Volunteer's Charter

### Volunteers' Rights

- To know if, and how, they are being selected.
- To be given meaningful work to do.
- To know what is expected from them.
- To be offered appropriate training including child protection training.
- To be thanked and to have their voluntary contribution recognised.
- To receive supervision and support.
- To get something out of the work for themselves.
- To know who to go to if there is a problem.
- To be reimbursed for pre-agreed expenses incurred during the activities of the group.
- To make mistakes and learn from them.
- To be made aware of any disciplinary and grievance procedures.
- To be treated fairly and not to experience discrimination.
- To have safe working conditions, including insurance cover.
- To be informed about, and given the opportunity to play an active part in the organisation as a whole
- To be able to say 'no' and to leave without feeling guilty

### Volunteers' Responsibilities

- To respect the values and aims of the organisation.
- To work hand in hand with the coordinator of the local group.
- To be a part of the adult leadership team of the local group.
- To undertake specific tasks and/or officer positions of responsibility for the service of the local group and the organisation.
- To facilitate and support the young people taking part in the Localise programme.
- To act in accordance with the Child Protection Policy and Code of Good Youth Work Practice of the organisation.
- To be committed to agreed times of service.
- To be reliable and give the organisation sufficient warning if unable to turn up.
- To be punctual.
- To work in cooperation with fellow volunteers, members and Localise staff.
- To attend essential training and support sessions.
- To undertake the work to a high standard.
- To be honest if there are problems.
- To respect confidentiality.
- To leave when asked and/or when no longer enjoying the volunteering experience.

### Organisations' Responsibilities

- To ensure the volunteering experience is a rewarding one.
- To ensure equal access and not to discriminate.
- To define clear, meaningful roles for volunteers.
- To have policies and procedures for volunteers.
- To provide all necessary information to volunteers.
- To be available for volunteers.
- To provide training where necessary.
- To thank and value volunteers.
- To provide insurance cover.
- To inform volunteers of any legal liabilities.
- To supervise and to provide support.
- To reimburse pre-agreed expenses.
- To provide a safe working environment

### Organisations' Rights

- To look for certain qualities and skills in volunteers.
- To select only volunteers who are suitable for the work.
- To draw up a volunteer agreement.
- To ask for tasks to be done in a particular way.
- To ask for commitment.
- To ask for reliability.
- To ask for punctuality.
- To deal with disciplinary and grievance matters.
- To ask volunteers to leave if their involvement hinders the organisation achieving its goal.