



## Volunteer Placement Counsellor (VPC) Agreement

This Volunteer Agreement is a description of the arrangement between us, *Motherwell Cheshire*, and ..... (*The VPC*) in relation to your Volunteer counselling placement. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

We, *Motherwell Cheshire*, accept the voluntary service of .....

Beginning (Date) .....

Your role within *Motherwell Cheshire* is Volunteer Placement Counsellor.

We commit to the following:

### 1. Induction & Training

To provide thorough induction on the work of *Motherwell Cheshire*, its team members, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role. The Volunteers Handbook provides full details of the organisation.

### 2. Supervision, Support and Flexibility

To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work.

*Motherwell Cheshire* are active at providing support to all our team members, we offer a Case Management Support group for all Volunteer Placement Counsellors to attend. This meeting is a private meeting where any discussions are kept private and confidential to that session. These sessions are every 6 weeks.

You will undertake a 3 monthly one 2 one review, to review your experience within *Motherwell* and to ensure your role is progressing.

To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

### 3. Expenses & Deposit

We will contribute £10 per month towards your supervision costs. Please ask your supervisor to invoice us directly.

VPC will place a £50 deposit with *Motherwell* to cover admin & DBS costs, this deposit will be refunded after completion of six month review.

#### **4. Health and safety**

To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteers Handbook.

#### **5. Insurance**

To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

You will provide Motherwell with a copy of your personal insurance policy and your BACP registration number.

#### **6. Equal opportunities**

To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteers Handbook.

#### **7. Problems**

To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us;

In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteers Handbook.

#### **Time Commitment**

Your time is valued at Motherwell Cheshire.

As a VPC you are required to commit to a minimum of 5 counselling hours/clients per week.

You are also required to commit to a minimum of 6 months on your placement.

To attend case management meetings every 6 weeks on a Thursday Morning.

It is asked that you assist in supporting Motherwell Cheshire in our fundraising activities throughout the year. We ask each volunteer to look to support at least three separate fundraising events across the year. We are an active fundraising charity and the support of our volunteers is required.

#### **Part 2**

##### **The Volunteer**

I, ..... (full name in capitals), agree to be a VPC with Motherwell Cheshire and commit to the following:

To perform my volunteering role to the best of my ability

To adhere to the organisation's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.

To maintain the confidential information of the organisation and of its clients.

To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.

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 intends any employment relationship to be created either now or at any time in the future.

Agreed to:

.....  
Volunteer Placement Counsellor Signature

On behalf of (*Motherwell Cheshire*)

.....  
Signature

Date: