



Swaffham: Within Living Memory

VOLUNTEER AGREEMENT

Volunteers are an important and valued part of Swaffham Museum Ltd and are essential to the delivery and success of 'Swaffham: Within Living Memory'. We hope that you enjoy volunteering with us.

This agreement details what you can expect from us and what we will expect from you. This is a volunteer led project so we welcome your feedback and suggestions for how we can work together as a team to make it a success.

Part 1: Swaffham Museum and 'Swaffham: Within Living Memory' Project Team

We agree that the rights of the volunteer staff are equal to that of the paid staff and we will endeavour to:

Induction and Training

- Introduce you to how Swaffham Museum works and explain your role within 'Swaffham: Within Living Memory.'
- Provide you with the necessary training and resources to carry out your role.

Supervision, support and flexibility

- Provide you with the support you need to carry out your role with confidence - the Heritage Development Officer (HDO) and the Project Officer (PO) will be available by appointment throughout the project to discuss your role and provide support where necessary.

Expenses

- Reimburse travel expenses that are incurred through work related to the project, for example travelling to an interview. Claims must be prearranged with the HDO or PO and will be paid at the discretion of the Company Secretary in accordance with the rates paid to local Government offices.

Health and Safety

- Provide necessary training and feedback in support of the museum's health and safety policy, a copy of which is in the museum office.



Supported by
The National Lottery[®]
through the Heritage Lottery Fund



Insurance

- Provide adequate insurance cover for volunteers carrying out voluntary work approved and authorised by Swaffham Museum.

Equal Opportunities

- Ensure that all volunteers are treated equally, in accordance to the museum’s equal opportunities policy, a copy of which is in the Museum Office.

Problems

- Try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with Swaffham Museum.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the museums grievance policies and procedures

Part 2: The Volunteer

I agree:

- To perform my volunteering role to the best of my ability, working for the aims and objectives of ‘Swaffham: Within Living Memory’ as set by the HDO and the PO.
- To follow the museum’s procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.
- To maintain confidential information about the museum, the project and all parties involved.
- To meet time commitments and standards as agreed with the HDO and PO except in exceptional circumstances, and to give reasonable notice so other arrangements can be made.
- To keep accurate timesheets recording how many hours work I undertake for the project .
- To undergo Criminal Records Bureau security checks as required. I understand that this is for my own security as well as that of the museum. I will not be charged for these checks.
- Be an advocate for Swaffham Museum and ‘Swaffham: Within Living Memory,’ promoting the museum and the project by positive word of mouth wherever possible .
- To commit to attend at least one free training session in oral history interviewing and editing sound clips.
- To commit to carrying out and editing at least 3 oral history interviews over a six month period.

Signed

Date.....

Print Name

On behalf of Swaffham Museum Ltd:.....