

Volunteer Agreement

We are delighted that you have chosen to volunteer with Letchworth Garden City Heritage Foundation. As a volunteer you'll play a big part in delivering the Foundation's mission of making Letchworth a great place to live and visit. The Foundation's success is built on trust and it's important that we all act in ways that are legal and ethical.

We ask that you:

- Act as an ambassador and represent the Foundation in a positive and professional manner
- Treat all Heritage Foundation staff, fellow volunteers and members of the public with dignity, respect and appreciation
- Work with Foundation employees and fellow volunteers to support the Heritage Foundation's purpose to make Letchworth a great place to live, work and visit
- Safeguard any sensitive, personal and financial information relating to the Foundation
- Complete any training required for your role
- Immediately report any concerns and known or suspected misconduct to the Volunteering Manager
- Meet agreed time commitments and give reasonable notice if you need to cancel

In return you can expect from us that we will:

- Treat you with dignity, respect and appreciation
- Support you with your volunteering and provide all necessary training
- Reimburse reasonable expenses you incur for your volunteering
- Be flexible and make reasonable adjustments that help you to volunteer
- Have clear and open channels of communication
- Resolve any concerns fairly and reasonably
- Respect and listen to your feedback, and keep you informed of any changes
- Ensure your safety and welfare while volunteering
- Encourage a positive and supportive volunteering experience

We hope that you'll enjoy your volunteering experience with us and that you'll see the positive difference you're making in Letchworth. As a volunteer, the time you give is entirely up to you and you're able to pause or end your volunteering at any time. Please do contact our Volunteering Manager at any time during your volunteering:

Volunteering Manager

Letchworth Garden City Heritage Foundation, One Garden City, Broadway, Letchworth
Garden City, Hertfordshire, SG6 3BF

Mobile: 07814 483571

Email: volunteering@letchworth.com

