

VOLUNTEER AGREEMENT

The Rising Sun Arts Centre is run largely by volunteers with the support of three part-time members of staff. As such volunteers are an important and valued part of the organisation. We hope that you enjoy volunteering at the Rising Sun and feel part of its community.

This agreement sets out some of you what you can expect from us, and what we hope to get from you.

What you can expect from us:

- To be inducted into how the organisation works and your role within it
- To be provided with adequate training for the role or tasks that you will undertake
- To be given adequate support and information for you to be able to perform the tasks you have undertaken and support to work in the area of your choice
- To provide you with opportunities to contribute to decision making processes.
- To provide a safe workplace, compliant with equal opportunities, health and safety legislation etc.
- To follow our values of Creativity, Participation and Knowledge – leading to an inclusive and open atmosphere
- A procedure for you to raise issues and if necessary make a complaint

What we hope to get from you:

- To communicate effectively with those around you wherever a need arises.
- To follow the centre's operational procedures (e.g. regarding health and safety, equal opportunities and confidentiality etc.) and to adhere as far as possible to the centre's values and vision.
- To offer support and respect to others.
- To keep yourself informed and up to date with events and developments at the centre.
- To be clear about your role and what you can and cannot do. Not to over extend yourself, and to be transparent with your fellow volunteers if you're unable to complete tasks for whatever reason so that the workload can be shared.
- To value and help to ensure the continued existence of the Rising Sun as a valued and historic independent community arts space
- To address any concerns in an open and honest way

This agreement is a guideline to effective volunteering only and is not intended to be a legally binding contract of employment.

Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.