

Volunteering with the Sandstone Ridge Trust

The Sandstone Ridge Trust (SRT) depends on the help and dedication of volunteers to do its on-going work and projects, and wants to ensure volunteers are properly supported and managed.

The Sandstone Ridge Trust will therefore:

- Appoint a SRT Volunteer Coordinator who will coordinate volunteers and volunteering opportunities in collaboration with the SRT Chair and HLF Transition Project Officer
- Post volunteer opportunities on the SRT and Cheshire volunteering websites, but can also recruit volunteers on an ad hoc basis
- Aim to have an inclusive approach to volunteering irrespective of a person's gender, race, beliefs, disability, age or other status
- Ensure that volunteering opportunities have appropriate scope and responsibilities, with relevant required skills and knowledge identified
- Ensure volunteering roles are worthwhile and rewarding experiences for the volunteer
- Maintain appropriate employer and public liability insurance, and provide information on data protection and relevant SRT procedures including making complaints
- Provide each volunteer with a named SRT contact who will provide support and direction, and be available to share information and concerns with
- Provide appropriate relevant training, and/or offer other opportunities that could enhance a volunteer's role
- Share information with volunteers on current volunteer activities, successes, training or development opportunities etc
- Keep secure records of volunteer contact details, training and other development actions
- Provide volunteers with advance notice of changes or information that might affect their volunteering roles, including ending a volunteering role
- If requested while volunteering for the SRT, provide a reference based on the volunteer's work, skills and knowledge during the volunteering period.

Volunteers should:

- Provide feedback on their volunteering activity to their SRT named contact
- Take reasonable care in doing their work, and not bring the SRT into disrepute
- Raise any issues or concerns with their SRT named contact in a timely manner. If that does not resolve the issue, then the matter should be brought to the attention of the SRT Chair
- Advise the SRT Volunteer Coordinator of any changes to their contact details or changes to their circumstances that might affect their volunteering role., including if the volunteer wishes to cease volunteering with the SRT.