



Penicuik Community Arts Association

Role Description for

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(ROLE NAME)

Role Title:	
Responsible to:	
Where (Location):	
Time commitment:	
Role description:	
Main tasks:	
Required skills, qualities and experience	
Training and support available:	
Any other Requirements	
Recruitment process:	
Date role created:	

VOLUNTEER NAME:

VOLUNTEER SIGNATURE:

DATE:

## PCAA Volunteer Agreement

### The Volunteer will:

- Agree with a PCAA representative what tasks they will undertake, and when they will undertake them
- Perform the tasks to the best of their ability, with awareness of fitting in to any time constraint or deadline.
- Work with PCAA representatives and other volunteers in a pleasant, respectful and helpful manner.
- Treat visitors to the Arts Centre with respect; be helpful and courteous to everyone.
- Inform their PCAA contact of any problem or issue as soon as it arises, avoiding escalation of situations.
- have an understanding of and commitment to our equal opportunities policy.
- be bound by the same requirements for confidentiality as PCAA committee members, including observing correct procedures for **data privacy** issues as described in the PCAA Data Privacy Policy.

### The PCAA will:

- provide **Induction and training** as appropriate to the volunteer. Training will normally be “on the job”.
- provide an **induction pack** to act as a reference during their work with the PCAA.
- offer **Support**: all volunteers will have a named person as their main point of contact. They will be offered meetings to give opportunities for feedback and to discuss future development and air any problems.
- **encourage** volunteers to express their views about matters concerning PCAA and its work. This can be done via their named contact, or by message to the Chair. They can request that their items of concern or interest are raised and discussed at committee meetings.
- reimburse **Expenses** incurred while the volunteer is engaged in agreed PCAA business
- cover all volunteers with the PCAA insurance policy whilst they are on the premises or engaged in any work on PCAA's behalf.

- advise on **Health and Safety**: Volunteers are covered by **PCAA's Health and Safety Policy**
- offer equal opportunity, as described in the PCAA **equal opportunities policy**, in respect of all its volunteers.
- endeavour to resolve any difficulties that may arise with a volunteer and provide a **complaints/disciplinary procedure** for more serious situations.
- ensure data privacy for volunteers as described in the PCAA Data Privacy Policy

***PCAA Organisation Documents referred to:***

Volunteer Role Description and Agreement Template.docx

PCAA's Health and Safety Policy

Induction pack

Equal opportunities policy

PCAA grievance and disciplinary policies

Complaints/disciplinary procedure

Data privacy

Checklist-for-charity-trustees-protecting-charitable-status

**Volunteer Role Description and Agreement Template.docx (IN PROGRESS)**

**Procedure to enable volunteers to claim out of pocket expenses**

Volunteer application form

“Clear and accessible system to enable volunteers to claim out of pocket expenses”