

North Queensferry Community Trust
Volunteer Enquiry Form

We value our volunteers and the work they do, and will do the best we can to make your volunteer experience with us enjoyable and rewarding. This Volunteer Agreement describes the arrangement between NQ Community Trust and you.

The organisation

North Queensferry Community Trust is a charity whose purpose is to manage and develop activities and projects in NQ for the benefit of residents and the public. It manages the Railway Pier and West Bay harbour. Your role as a volunteer is to help with maintenance and improvements to this area.

Volunteering Days

- Volunteering days will be held every month and members of the Trust will be available to discuss the work of the Trust, the management of the harbour area and the volunteering involved.
- The Volunteer Harbour Manager will explain the tasks to be carried out and manage how they are to be carried out.
- Volunteering which takes place at other times must be discussed and agreed with the Volunteer Harbour Manager beforehand.

Volunteer Benefit

- There are three tiers of Volunteer Benefit:
 1. Any volunteer with a boat at the harbour who attends at least half of the volunteer days (or volunteers for the equivalent number of hours) will be counted as a regular volunteer and will be able to claim a discount of 25% on their Facility Fees.
 2. Any volunteer with a boat at the harbour who attends all of the volunteer days (or volunteers for the equivalent number of hours) will be counted as a principal volunteer and will be able to claim a discount of 50% on their Facility Fees.
 3. Any volunteer with a boat at the harbour who volunteers full-time will be able to claim a discount of 100% on their Facility Fees.
- The discount can be claimed back at the end of each financial year in which the volunteer has met the minimum time commitment.
- It can either be subtracted from the next year's Facility Fees or refunded if the volunteer removes their boat.
- Volunteers with a range of skill sets are sought and there will be a limit to the number of volunteers recruited.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

Please contact nq.community.trust@gmail.com if you have any questions.

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The Trust's Responsibilities:

Supervision

- The Volunteer Harbour Manager will supervise all volunteers and discuss problems/ suggestions.

Expenses

- We will repay out of pocket expenses including: travel to and from home, food and any other out of pocket expenses incurred during your volunteering.
- Forms for claiming expenses will be available from the Volunteer Harbour Manager.

Health and safety

- We will provide any relevant training and feedback in support of our health and safety policy. We will provide any safety clothing and equipment that is required.

Insurance

- We will provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us

Equal opportunities

- We will ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

Problems

- We will try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us and in the event of an unresolved problem will meet to discuss the issues.

The Volunteer's Responsibilities:

We expect you:

- To perform your volunteering role to the best of your ability;
- To follow the organisation's policies, procedures and standards.
- To meet time commitments and to give reasonable notice if you are not able to attend so other arrangements can be made when this is not possible.

Volunteer name:.....

What skills can you offer? Eg electrics, plumbing, welding, building, landscaping, general maintenance

.....

Phone number:.....

Email address:

I apply to become a regular volunteer and claim a 25% Facility Fee discount in April

I apply to become a principal volunteer and claim a 50% Facility Fee discount in April

Signed _____ (Volunteer) Date _____

_____ (on behalf of the Trust) Date _____

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