

EDAS Advisor Agreement



This Volunteer Agreement describes the arrangement between EDAS and you. EDAS wishes to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Part 1: The Organisation

Your volunteer role is as an EDAS advisor can be, group work, 1:1 and some administration in regards to your client case load.

You can expect EDAS:

1. Induction and training

To provide a thorough induction on the work of EDAS, its staff, your volunteering role and the induction and training you need to meet the responsibilities of this role. The Volunteer Handbook provides full details of the organisation.

2. Supervision, support and flexibility

To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;

To provide a named person who will meet with you regularly to discuss your case load and any successes and problems;

To do our best to help you develop your volunteering role with us.

3. Expenses

To reimburse these expenses following the procedures in the Volunteer Handbook:

Travel to and from home to EDAS and during your work: see the Volunteer Handbook for rules on methods of travel and car mileage allowances.

Please keep all your receipts to give to us when we reimburse your expenses.

4. Health and safety

To provide adequate training and feedback in support of our Health and Safety policy, a copy of which is in the Volunteer Handbook.

5. Insurance

To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

6. Equal Opportunities

To ensure that all volunteers are dealt with in accordance with our Equal Opportunities policy, a copy of which is set out in the Volunteer Handbook.

7. Problems

To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;

In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

Part 2: The Volunteer Advisor

EDAS expects you:

- To help EDAS fulfil its contractual agreement with the Commissioning body in facilitating the psycho-social element of the service through, group work, 1:1 and some administration in regards to your client case load.
- To perform your volunteering role to the best of your ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To adhere to, and comply with, the Information Governance Standards at all times;
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- Undertake mandatory training as and when required
- To provide referees as agreed who may be contacted, and to agree to a Disclosure and Barring Service check being carried out where necessary.

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. Neither of us intends any employment relationship to be created either now or at any time in the future.

EDAS Advisors will provide the following to the client group:

- A non-judgemental environment.
- Work with clients to provide a safe group environment.
- Encourage all individuals to take responsibility for their treatment journey.
- Respect their personal confidentiality.
- Provide clarity on group boundaries.