



Cumberland Lodge

exchanging views, inspiring minds

Volunteer Agreement

Firstly, thank you! We very much appreciate the time and dedication our volunteers provide. This agreement outlines key information to start your volunteer journey.

Volunteering for Cumberland Lodge is an experience like no other. As a charity that embraces 'difficult conversations' and 'disagreeing well', we bring together leaders, influencers, students and young people, to facilitate candid conversations and an open exchange of views on pressing issues that affect us all. We also nurture future leaders and change-makers, to promote progress towards more peaceful, open and inclusive societies. This extraordinary mission takes place inside a 17th-century former Royal residence, full of history and fascinating stories. Our Patron is Her Majesty The Queen.

Cumberland Lodge hosts a diverse and exciting programme of events throughout the year. Whether you are supporting a thought-provoking 'Cumberland Conversation', or warmly welcoming members of the public on one of our open days, volunteering with Cumberland Lodge promises to be a rewarding experience.

Your role as a volunteer

By undertaking a voluntary role at Cumberland Lodge, you agree to offer your time freely, without financial reimbursement. Regrettably, Cumberland Lodge is unable to reimburse volunteer travel costs.

Volunteer role descriptions are not legally binding, nor are they contracts of employment.

Cumberland Lodge is keen to ensure that volunteering is mutually beneficial. On our part, we are committed to providing a fantastic volunteering experience and, as such, we are committed to ensuring:

- A safe and friendly volunteering environment
- Appropriate training, supervision and support for your role, including refresher training as required
- A clear explanation of what you will be doing, and why.

On your part, Cumberland Lodge expects you to:

- Maintain good relations with staff and volunteers at Cumberland Lodge
- Positively promote Cumberland Lodge to guests, public visitors and other external stakeholders
- Adhere to Cumberland Lodge's decisions, policies and procedures
- Be reliable and responsible at all times
- Attend training and support sessions as required
- Demonstrate high standards of work in your volunteer role
- Protect Cumberland Lodge's reputation, by maintaining confidentiality
- Support the aims, work and ethos of Cumberland Lodge.

This role does not currently require any form of background check, but we may be required to undertake a DRB/CBS check if the role description or relevant legislation changes.

Induction

New volunteers will be provided with a comprehensive introduction to Cumberland Lodge, its ethos and the important work it undertakes.

This will include:

- Tour and history of the house – from the 1650s until the present day, Cumberland Lodge has been home to Kings, Dukes, Princes and Princesses, and many of the Rangers of the Great Park. Established at Cumberland Lodge in 1947, the charity brings together people of diverse ages, backgrounds and perspectives, for dialogue and debate in a comfortable and inclusive environment.
- Fire safety and first aid procedures for the house
- Familiarisation tour of key facilities, such as toilets, storage of personal belongings and other important areas.

A full induction checklist will be provided on your first day, with a list of important contact details. Please do not hesitate to get in touch with any queries or concerns.

Training

As a volunteer, you will be provided with any in-house training that is required to fulfil your role. We are committed to ensuring that our volunteers feel comfortable with the expectations of their role before they start. Refresher training will be provided, where necessary, and additional training will be given if the role description or expectations change.

Additional benefits

Cumberland Lodge receives little external funding for the important work it undertakes, relying instead on income from commercial events it hosts for visiting groups. Regrettably, this means we cannot offer our volunteers free admission to otherwise charged events, unless they are working at them. However, special open days will be arranged for volunteers, to give you 'behind-the-scenes' access to areas not normally visited by the public. Volunteering enables you to be part of the Cumberland Lodge community and you will be provided with regular communications and updates.

We hope that you will find the experience of volunteering with us to be both energising and fulfilling, and we very much look forward to welcoming you and getting to know you, and introducing you to our staff and wider community of supporters.

Name of Volunteer: _____

Signed (Volunteer): _____ **Date:** _____

Signed (Volunteer Manager): _____ **Date:** _____

As a valued member of the Cumberland Lodge community, we would like to display your photograph and a short biography on our website, <https://www.cumberlandlodge.ac.uk>. This is entirely optional, but please be aware that, if you give consent, your name, photograph and biography will be publicly accessible.

Please delete as applicable:

Yes, I confirm I am happy to write a short biography and provide a photograph for display on Cumberland Lodge's website.

No, I am not happy to provide a biography or photograph for the Cumberland Lodge website.

Please provide the photograph and biography to Helen Taylor, Director of Communications at htaylor@cumberlandlodge.ac.uk