



ABOUT VOLUNTEERING FOR CPRE

Volunteer involvement is fundamental to our work. We are run by volunteer trustees and depend upon the work of volunteers who help us in many ways. All contributions are appreciated.

We welcome diversity amongst our volunteers and aim to involve volunteers from many different backgrounds.

WHAT WE OFFER VOLUNTEERS:

1. **Flexible ways of working:**

Some volunteers work regular days and hours and use our office facilities; some work at home when it suits them and keep in touch by email and phone. Some have no contact with us for weeks and respond only when we need their help. There are many ways of working and we aim to be flexible.

2. **Support**

All volunteers will have an Office Team Contact - a member of the paid staff who is responsible for their support, training and welfare; who will supervise or coordinate their work; and who will ensure that they are kept up to date with news etc.

3. **Training**

CPRE invests in training to ensure that all our work is performed to high standards. We provide induction and initial training to get volunteers up to speed and a regular training programme to allow staff and volunteers to update and expand their knowledge and skills. We can, on request, provide a certificate for training courses undertaken.

4. **Office facilities**

Desk space and/or computer workstation is available for any volunteer and can be booked in advance with the Office Administrator. Every volunteer working regularly in the office will be provided with a post tray and a storage drawer.

5. **CPRE Membership**

A little while after starting work with us volunteers are offered full membership of CPRE nationally and we will pay their membership fees for this. Volunteers also receive our newsletters and can choose to go on our email list for press releases.

6. **Feedback**

We are happy to give any volunteer informal feedback on their work and to provide job references for those seeking employment.

7. **Openness and clarity**

If we see any problem with a volunteer's work or if a volunteer is unhappy with any aspect of their working with us, we will discuss it with them and try to find a satisfactory way forward. Our team is a happy and productive one and it usually possible to sort out problems.

8. Expenses:

We pay all out-of pocket expenses including travel. See our expenses policy below. Some volunteers choose not to claim for expenses incurred and CPRE is grateful for this additional contribution.

WHAT WE ASK OF VOLUNTEERS:

1. To be reliable. Working arrangements are very flexible but we need to know that you will do work you have promised to do or to turn up at pre-arranged times.
2. To be aware of and observe CPRE policies such as our Health and Safety and Equal Opportunities Policies
3. To tell us if you are unhappy about any aspect of working with us.

VOLUNTEER EXPENSES POLICY

Reasonable out of pocket expenses will be paid within the approved expenses limits for:-

- Travel expenses to and from the office in line with CPRE's Travel Policy
- Travel expenses incurred on CPRE business (e.g. site visits or training courses) in line with CPRE's Travel Policy
- Cost of lunch when working 5 or more hours in a day.

Sometimes, and within limits, we can help with other costs e.g. child or dependent care.

We ask for proof of expenditure to accompany expenses claims (except mileage allowance) and for claims to be made within a month.

Some volunteers choose not to claim for expenses incurred and CPRE is grateful for this additional contribution.

APPROVED EXPENSES LIMITS:

The following are *maximum* expenses payable. **All expense claims must be accompanied by receipts.**

Lunch allowance : up to £2 a day

Travel allowance to & from office: up to £10 a day

Dependent care allowance: up to £30 a day (maximum of 5 days per month)

All expenses likely to amount to over £25 a day must be authorised in advance.

CPRE will pay for the purchase of rail cards (and similar discount schemes) if it can be demonstrated that expenses payable will be reduced as a result.