



“Empowering students to excel by providing representation, guidance and opportunities.”

Hartpury Students’ Union Volunteer Agreement

At Hartpury Students’ Union (HSU), we deeply value the contributions of our volunteers in roles such as Media, Events, Clubs and Societies, and Student Voice. This agreement outlines the responsibilities of our volunteers and how Hartpury SU will support them in their roles.

Your Responsibilities

As a Hartpury SU volunteer, your core responsibilities will include:

- Be proactive in your role – take lead on your projects and responsibilities with enthusiasm.
- Attend all required training - complete all necessary induction and role-specific training and documentation, ensuring you're equipped to perform your duties effectively.
- Always adhere to SU procedures – it is important to follow our policies and procedures to ensure best practice. If you are unsure, contact the SU for guidance.
- Maintain communication - regularly communicate with SU staff, ensuring you stay informed about your role and upcoming projects. Inform the SU in advance if you are unable to complete any tasks.
- Respect and uphold the SU code of conduct - follow the Hartpury SU Code of Conduct at all times, promoting respectful dialogue and acting as a role model for other students.
- Be an advocate for student support - if you encounter any issues or if a fellow student approaches you with concerns (e.g., bullying or mental health), contact and SU staff member.
- Remain confidential - You are required to observe absolute confidentiality in relation to any information regarding the welfare or personal affairs of any employee or student of Hartpury which may come into your possession during the course of the volunteer placement.
- Maintain safe working practice - Although not an employee of Hartpury you are required to observe all safety, security and other regulations laid down by Hartpury. This will include taking reasonable care for your own health and safety and others who may be affected by your acts or omissions.

Role specific expectations:

- Student Representatives ('Reps'): Gathering feedback and sharing at forums.
- Clubs / Society committees: Lead the development of your club/society and host activities, events and socials for your members.
- Liberation Representatives: Leading focus groups, running campaigns, or representing marginalized communities within the student body.
- Media Volunteers: Creating promotional material, videos, or graphics to enhance the SU's presence.
- Events Volunteers: Supporting campaigns, assisting at pop-up events, and helping to organise and run SU events.
- Volunteer Photographers: Taking professional photos at our events and / or headshots of students.

[View all role descriptions here.](#)

What Hartpury Students' Union Will Do

Hartpury SU is committed to supporting its volunteers by:

- Providing induction and training - we will offer a comprehensive induction and ongoing training to ensure you're comfortable in your role.
- Assigning a coordinator for support - each volunteer will be assigned a member of SU staff who will provide regular feedback and guidance throughout your volunteering experience.
- Facilitating communication and feedback - we will maintain open channels of communication through emails and meetings, keeping you updated on key initiatives and any changes that affect your role.
- Supporting your wellbeing - if you experience any challenges in your role, including facing issues like bullying or harassment, contact the SU Manager for support. We will ensure your wellbeing and help you access the necessary resources or support services.
- Providing a safe and inclusive environment - Hartpury SU is committed to upholding the principles of equality and inclusivity. Volunteers will receive support in navigating sensitive topics such as mental health, accessibility, and diversity.
- Providing SU branded merchandise – we'll give you free merch to help you become identifiable in your role and form part of the SU team.
- Reimbursing agreed expenses - if your role requires any additional out-of-pocket expenses (e.g., travel costs for off-campus events), we will reimburse these, subject to prior approval and policy guidelines.
- Facilitating networking and skills development - we will provide you with opportunities to develop skills beyond your volunteer role, enhancing your employability and enriching your university experience.
- Insurance – Hartpury SU and Hartpury has appropriate insurance to cover volunteer placements and will notify its insurers if necessary. Hartpury accepts no responsibility for damage to or loss of personal property.

Policies and Procedures

By signing this agreement, you confirm that you have read and understood SU and Hartpury policies, including (but not limited to) the SU Code of Conduct, Student Charter, Health and Safety guidelines, and Social Media Policy, and that you agree to abide by these during your time as a volunteer and therefore behave in an appropriate fashion. Any breaches of these policies may result in the termination of your volunteer role. You can find SU policies [here](#) and Hartpury Policies [here](#).

Support and Grievances

We aim to ensure that all volunteers feel supported. Should any issues arise during your time as a volunteer, whether related to your role or personal matters (such as bullying or other concerns), reach out to your coordinator or the SU Manager for guidance and support. We will work with you to resolve the matter and ensure your wellbeing.

Termination of Agreement

This agreement is not legally binding and can be terminated at any time by either the volunteer or Hartpury SU. You agree to participate in the role as outlined above as a volunteer on the understanding that Hartpury is not imposing any obligation on you and has no control over you as you are giving your time for free. We ask for reasonable notice if you are considering stepping down from your role.

This is a voluntary, unpaid role that contributes to the success of Hartpury SU. It does not form a contract of employment.

Signing the agreement

By signing this agreement, you agree to the terms and expectations as outlined above. Please sign via <https://forms.office.com/e/TNaK7QxRc3>