



# **St John** **Scotland**

## **Volunteer Agreement**

A commitment to provide a safe and supportive  
environment for our volunteers

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# Volunteering with St John Scotland

## Agreement

This agreement should be read in conjunction with the following role descriptions:

- CPR Lead and/or Instructors,
- PAD Lead and/or Instructor
- Patient Transport (PT) Coordinator and/or Driver
- General volunteer

St John Scotland (SJS) has the following Volunteer Policies that should be read by all volunteers:

- VP001 - Volunteer Agreement
- VP002 - Volunteer Charter
- VP003 - Volunteer Handbook
- VP004 - Volunteer Confidentiality Policy and Agreement
- VP005 - Volunteer Induction Checklist
- VP006 - Volunteer Complaints Policy
- VP007 - Volunteers Expenses Policy
- VP008 - St John Scotland Code of Conduct
- VP009 - COP terms of Reference
- VP010 - Volunteer Declaration Policy
- VP011 - Safeguarding Policy
- VP012 - Volunteer Service Medal
- VP013 - Certificate of Appreciation

This agreement is designed to assure all volunteers of our appreciation of their time, effort, and dedication to the work of SJS. It also demonstrates our commitment to do the best we can to make your volunteering experience a positive and rewarding one.

***\*\*Please note that this is a voluntary agreement only  
and does not constitute a contract of employment\*\****

# Volunteering with St John Scotland

## Our Purpose

The purpose of SJS is to develop **community health resilience** to help save lives across Scotland, through the provision of our three core voluntary services: **Patient Transport, Public Access Defibrillators, and CPR Instruction.**

## Our Organisational Aims

These underpin all our work and help make sure we fulfil our purpose:

- SJS is a well-recognised and effective Scottish charity, developing and supporting community health resilience through our active local volunteers and by collaborative working.
- Our volunteers will provide excellent service and feel valued by their communities and SJS.
- While our primary focus is within Scotland, we will remain committed to playing our part in the worldwide family of St John International.
- We will demonstrate our commitment to the history, values and ethos of the Order of St John in all that we do.

## Our Values

Our first five values are based upon our view of human need, in which we promote physical, mental and spiritual health and well-being, guided and inspired by the principles of our founders:

**Respect ○ Unselfishness ○ Excellence ○ Openness ○ Transparency**

Our next four values are concerned with how we behave within SJS, building an enduring community with a shared vocation based on timeless principles of virtue and honour:

**Devotion ○ Togetherness ○ Diversity & Inclusiveness ○ Faithfulness**

# Volunteering with St John Scotland

## Main Responsibilities

By volunteering for SJS, you are agreeing to adhere to the following:

- You agree to carry out your role, or roles, to the best of your ability and agree to uphold the values of SJS.
- You agree to support the Aims and Values of SJS.
- You agree to adhere to the Charity's policies relating to Volunteers and Volunteering for SJS.
- You agree to adhere to the requirements defined in the Volunteer Handbook.

## Time Commitment

Following initial induction and training, we would like volunteers to agree to commit to the following:

Patient Transport Driver:	Minimum of 6 months
Patient Transport Coordinator:	Minimum of 12 months
CPR Lead/Coordinator:	Minimum of 12 months

The time commitment noted above is to enable SJS to plan, manage and administer our Core Services, to deliver the highest quality service to those we support.

Other roles, such as fundraising and assisting with the work of the Area Committee are more variable and may require more, or less, time.

## Introductory Period

All volunteer roles may be subject to an initial introductory period.

All volunteers for **CPR** roles will be expected to attend at least 3 training CPR sessions with the Area CPR Lead and may be performance reviewed.

**Patient Transport Drivers** will undergo an informal driving assessment, incorporating a tour of the NHS Department they will be servicing. This will normally take place before their first patient journey.

# Volunteering with St John Scotland

## Support & Training

SJS agrees to fully support its volunteers, in line with our Volunteer Charter. Your Area Lead will have regular interaction and support sessions with you. These informal meetings will help you get the most from your volunteering. They will allow you to raise any issues and help you identify any relevant training opportunities.

SJS will provide you with a 'Volunteer Information Pack' containing full details about your role, Volunteering Policies, Health and Safety information including the Volunteer Handbook.

If you have any queries regarding this agreement, please contact your Area Chair or Area Volunteer Lead.

# Volunteering with St John Scotland

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**St John**  
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