

# Environmental Volunteering Project– Notes for using the TASK TEMPLATE to attract a team of volunteers to work on your project!



This sheet, and the project template that goes with it, is a guide to things you will have to consider before approaching businesses and other organisations for help with your practical environmental projects.

These are the kind of questions they will expect you to have the answers to. It may look complicated or detailed in places but will save time in the long term if you can work out answers to each question.

Help is available from other groups within the Environmental Forum including the Environmental Education Project at Rosliston, South Derbyshire District Council, and many others.

If you need information and guidance just ask! This is free.

*However, if we need to work out the answers for you, we will have to charge £30/ hr; this is just to cover our costs.*

We will review your answers and put your project on our business webpage for potential volunteers to choose from, and link you up with each other.

*If we need to provide a leader to manage and lead your task, we will charge the business volunteers a fee to cover our staff costs. This will usually be £85 per leader per session. So they will pay us to work on your project. If you have your own leaders, any arrangements will be between yourselves.*

## About your Project:

### Is it a long term project?

Is your project a one-off or will it need more work in future? Do you need to think about who will maintain things and carry out ongoing work?

### Where is it?

Where exactly is the job you want doing and is it easy to get to? Is there a postcode or do you need a map reference? People will need to get there -Is there a bus or train? Is there safe car parking for volunteers/contractors? Do you need to lay on transport? In case of accident you will need to detail where the nearest hospital is.

### Looking after Volunteers

What do your volunteers need? Is there somewhere for them to take shelter and have breaks? Are you providing refreshments? Are there any toilets they can use? How long are they going to be working? How long do you think the task will take them? What do volunteers need to know in advance? (What Clothing? Bring Drinks? Do they need Health and Safety information? Etc.)

### Health and Safety

Have you thought about all the possible risks to staff and volunteers and what you can do to reduce them? – you will need to have a Risk Assessment done so this is all listed – HSE website can be useful - are you qualified to do this? If not you will need help from someone who is, who is going to write it? (a Risk Assessment is a form listing possible dangers and what you can do to minimise them).

Do your volunteers need protective equipment (for example gloves, face masks, toe protecting boots, or even sun cream) who will provide this and make sure it is available on the day? (This is often called Personal Protective Equipment or PPE).

Are children (under 16) or vulnerable adults going to be helping? If so you need to consider police/ child protection clearance and must issue **and apply** guidance to your participants and helpers. Ask advice if you are not familiar with **and** trained in these procedures. You may need to apply for Disclosure & Barring Service clearance, but not necessarily, so please ask for advice. There is a local panel of advisors in each area.

### **Who do we need to ask?**

Do you need to ask other peoples permission to carry out your task? Do you need to ask the landowner? Do you need planning permission? Do you need permission for things like cutting down trees? Will you need to ask someone about conservation issues (for example is your work likely to affect protected animals or plants?) – issues may not be obvious –a scruffy looking area may be environmentally important! There may be other people who may need to be asked or just informed what you are doing – for example are you working near electricity cables? (In which case you may need to inform the electricity company). Who will be responsible for checking all this?

### **What skills and knowledge do we need?**

Some projects will need specialist skills (for example tree felling, welding, bricklaying) do any of your volunteers have these skills? Are there volunteers who have knowledge of useful subjects e.g. finances, insurance, legal issues etc. If not do you need to find volunteers from elsewhere or pay someone to help? Your project will need a strong leader to take charge and organise the volunteers when they are working, have you got someone with suitable skills? Are there ethical issues you wish to consider? For example do recycled /renewable materials need to be sourced/used?

### **Paying for it**

How are you going to pay any expenses? What materials or tools (if any) will you need to buy (or hire) and what will they cost? Where will the money come from? What money do you have and have you allowed for everything? What if tools get broken?

### **Co-ordinator**

Someone will have to be in overall charge of bringing together all the different parts of the project and making sure that everyone does their bit at the right time. Who is going to do this?

### **What can you offer businesses?**

Why are businesses going to choose **YOUR** project? Can you offer publicity? photos? Can you offer opportunities for their staff to gain experience of teamwork in the field? Project leadership opportunities? Perhaps you could link into community involvement schemes -helping local schools or preserving endangered wildlife?- Something that will provide a 'feelgood factor'?

### **AND REMEMBER - HELP IS AVAILABLE!**

Email: [rosliston@south-derbys.gov.uk](mailto:rosliston@south-derbys.gov.uk) or ring 01283 535039 and ask for Kate, Alan or Lawrence