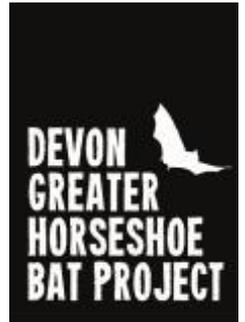

Information for

Devon Greater Horseshoe Bat Project Volunteers



Devon Wildlife Trust, Cricklepit Mill, Commercial Road, Exeter, EX2 4AB.
Tel: (01392) 279244 Fax: (01392) 433221 E-mail: volunteering@devonwildlifetrust.org
Web site: www.devonwildlifetrust.org Registered charity no 213224.



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Volunteering on the Devon Greater Horseshoe Bat Project

Thank you for expressing an interest in volunteering for the Devon Greater Horseshoe Bat Project (DGHB project). The project is a 5 year partnership project of 19 organisations led by Devon Wildlife Trust and is supported by the National Lottery through the Heritage Lottery Fund, as well as other funders.

(see project website for full details www.devonbatproject.org)

All project volunteers will be registered through Devon Wildlife Trust. This information pack is for anyone who is interested in finding out more.

This pack has information on:

- The DGHB project
- Volunteers and the DGHB Project
- Why volunteer for the DGHB Project?
- How volunteers can help
- What you can expect from us
- What we expect from you
- The practicalities of being a volunteer
- How to register as a DGHB project volunteer

The DGHB Project

The population of Greater Horseshoe Bats (GHB) has declined by over 90% in the UK over the last century, with an associated 50% reduction in range. This has been mirrored across northern Europe with Devon now a stronghold for the species in the region.

The Devon Greater Horseshoe Bat Project is a partnership project of 19 organisations led by Devon Wildlife Trust that wants to secure the future of the greater horseshoe bat in Devon - the northern European stronghold of this highly threatened mammal. The project involves:

- a) Working with landowners to secure habitats for bats linking across landscapes.
- b) Work with the people of Devon to raise the profile of greater horseshoes as a flagship species for the county.
- c) Improving our knowledge of greater horseshoe bats and how they use Devon's landscapes.



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The project is focussed on 11 priority areas across the county in the following locations;

- Avon Valley
- Berry Head
- Bovey Tracey
- Branscombe
- Braunton
- Buckfastleigh
- Chudleigh
- Dartmouth
- Gunnislake
- Harbertonford
- Southleigh



Volunteers and the DGHB Project

Volunteers will be an integral part of the project. They bring a range of ideas, knowledge, expertise and enthusiasm which will greatly enhance our work. They will never replace a paid role, but will enable us to achieve more than we could ever hope to achieve with staff alone.

The project aims to bring local communities together and volunteer participation provides opportunities for community members to be come directly involved, thus strengthening those links. Volunteers too will benefit from their involvement, being part of an exciting project, learning more about their natural heritage and developing their own skills as well as meeting many new and interesting people.

The Devon Greater Horseshoe Bat Project works with local communities to secure a future for greater horseshoe bats in Devon, their northern European stronghold. It is a partnership project of 19 organisations led by Devon Wildlife Trust and is supported by the National Lottery through the Heritage Lottery Fund, as well as other funders.

The Four Principles of Volunteering

There are 4 principles fundamental to volunteering:

1. **Choice:** Volunteering must be a choice freely made by each individual. No coercion or compulsion will be used when encouraging volunteers.
2. **Diversity:** Volunteering is open to all, no matter what their background, age, race, sexual orientation, faith etc. In encouraging volunteers, the project is committed to



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developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.

3. **Reciprocity:** Volunteers will benefit from their contribution. Benefits could include a sense of worthwhile achievement, useful skills, experience and contacts, sociability and fun, and inclusion in the life of the project.
4. **Recognition:** Explicit recognition of the value of what volunteers contribute to the organisation to the community to the social economy and to wider social objectives is fundamental.

Why volunteer for the DGHB Project?

As a DGHB project volunteer you will have the opportunity to;

- Use your skills and knowledge to benefit greater horseshoe bats
- Learn more about Devon's greater horseshoe bats
- Be actively involved in protecting bats and other wildlife in Devon
- Acquire new skills or brush up on skills you already have
- Gain valuable work experience
- Share your enthusiasm for bats and other wildlife with others
- Make new friends
- Enjoy the beautiful Devon countryside

How volunteers can help

There will a number of opportunities, including;

- Helping at events
- Community action – encouraging communities to become bat-friendly places, e.g. showing people how to become bat-friendly gardeners
- Practical conservation – take part in volunteer tasks to improve habitats for bats e.g. hedgelaying, scrub clearance
- Bat surveys - put out a bat detector to record bat activity in your area
- Data analysis work – analysing data received from the surveys
- Volunteer speaking – giving talks to local groups about the project
- Leading walks

For interested volunteers, we are developing ways in which some of these activities can lead to AQA accredited qualification units.



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What you can expect from us

- Information about current opportunities for volunteering.
- A clear brief about what you will be doing and what will be expected of you, including how long the task will last and how often it will happen.
- Training as appropriate to each task.
- Regular and constructive support and feedback on your voluntary work and the opportunity to discuss your ideas.
- For any changes to the role description to be negotiated
- Travel and other expenses that are agreed in advance.
- Health and safety guidance plus safety clothing and equipment as appropriate to each task.
- Employer's liability insurance.
- Equality of opportunities within its volunteering.
- Respect for the fact that you are giving the DGHB project your time and skills.
- Thanks for your time and effort.

What we expect from you

- Carry out tasks reliably at the time(s) agreed, as detailed on the relevant Role Description(s) and/or as agreed with your supervisor.
- Ask for advice or support if needed.
- Understand that in time tasks will change or come to an end.
- Inform your supervisor if some reason you can no longer carry out your voluntary task or come in at the agreed times
- At all times, act within Health & Safety guidelines and Equal Opportunities Policy
- Take good care of project resources and equipment.
- Claim promptly, supported by relevant receipts, all expenses that have been agreed in advance with your supervisor.
- Record the number of hours you volunteer for the DGHB project on the volunteer hours forms
- Observe confidentiality where appropriate.
- Support the aims and objectives of the DGHB project and act in its best interest, as an ambassador for our heritage, without representing your views as that of the organisation. How you appear to others is how they will judge the project.

There is no intention to create a legally binding contract or employment relationship between volunteers and DWT/the DGHB project



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The practicalities of being a volunteer

Volunteering and benefits

For those on benefits, we understand that you can do as much voluntary work as you like provided you remain available to take up paid employment and actively seek it. That means your Jobseeker's Allowance payments won't usually be affected by voluntary work so long as:

- You continue to look for employment
- You can be contacted promptly if a job opportunity arises
- You are willing and able to start a job
- You are able to attend an interview at 48 hours notice

You should always keep your benefits office up-to-date with your volunteer work. Please check your exact status with the appropriate agency.

Reimbursement of expenses

Devon Wildlife Trust can pay out-of-pocket expenses to volunteers that are agreed in advance. Your main contact will tell you the kind of things for which you can claim.

We encourage local volunteering and the use of public transport wherever possible. If you have to use a car, www.carsharedevon.com is a useful site.

Currently, we will reimburse volunteers at 40p a mile (24p for use of motorbike, 10p for use of a push bike) for the first 25 miles in a day, or else standard public transport rates. This will cover your travel to and from the place at which we have asked you to volunteer. You will also be reimbursed for any additional travel that we have asked you to do as part of your volunteering.

How to claim: You will be given an expenses claim sheet. Fill this in and return to your supervisor with the relevant receipts within a month of incurring the expense.

Insurance

Volunteers are covered by DWT Employer's Liability and Public Liability insurance policies. This applies to all volunteers who are working to instructions and within guidelines from their supervisor. DWT will cover you if you are injured or if you cause any injury or damage while carrying out agreed duties. (Children under 12 years old are not covered by this insurance, if they take part in any voluntary activities a parent or guardian must acknowledge that they will be responsible for the child). The complete DWT Health and Safety Policy is available on request. We also hold Professional Indemnity Insurance which covers volunteers whose role includes giving advice on our behalf.

If you are using your own vehicle for project business then you will need to check with your insurance company to see if you require extra cover.

Resolving Problems

DWT has developed problem-solving procedures to ensure that volunteers are treated fairly. These are available in full on request and on the "For Volunteers" section of the website. In



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general, complaints by or against a volunteer will be dealt with in the first instance by the person for whom they are volunteering and/or the Volunteers Officer, as appropriate. If necessary, the CEO and Trustees will be involved.

Support and supervision

A member of the DGHB Project team will be the designated contact for your role. However, if you are ever unsure about who to contact, speak to the Volunteers Officer. All volunteers are welcome to contact the Volunteers Officer about anything to do with their volunteering.

How to register as a DGHB project volunteer

- If you would like to register as a volunteer, please return the volunteer reply form at the back of this pack to the Volunteers Officer at Devon Wildlife Trust
- This registration form is NOT an application for a specific role. Some roles have an application procedure, for others you can just turn up.
- If you provide an email address, we would usually use that to contact you as we can quickly and easily add you to an email list. Please do not give an email address if this form of communication does not work for you.
- If you have any queries about volunteering, please do not hesitate to contact Dawn Lenn at Cricklepit Mill, tel. 01392 279244.
- As a registered volunteer, you will receive news about DWT and the DGHBP and information about other volunteer opportunities and events within DWT that may be of interest. Please note that you are not expected to respond to these opportunities – they are simply there if you want them.

We look forward to hearing from you and hope you enjoy volunteering with the project to help protect greater horseshoe bats in Devon.

Membership

If you love wildlife, one of the best ways you can discover, enjoy and protect it for the future is by supporting Devon Wildlife Trust as a member. We rely on membership, donations and gifts in Wills to do our work and, as a member, you would be adding your voice to that of 31,000 others who care about Devon's wildlife. You don't have to be a Trust member to volunteer, but every new supporter really does make a difference.

As a member you'll receive a guide to the Trust's best nature reserves, along with our magazine *Wild Devon* and invitations to special events.

To find out more and join online visit www.devonwildlifetrust.org



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Volunteer Pack



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Volunteer Registration Form



To register as a volunteer with the Devon Greater Horseshoe Bat Project through Devon Wildlife Trust, please fill in this form and return to: **Imooney@devonwildlifetrust.org**. You will be added to the Devon Wildlife Trust mailing **you do not need to wait** for a response before responding to a volunteer opportunity.

Name _____ Mr/Mrs/Ms/Miss

Address _____

Postcode _____

Telephone (daytime) _____ (evening) _____

e-mail: _____ Date of Birth _____

Emergency contact details (Name, Relationship, Contact number)

Current Skills/Experience (only include skills you are happy to use in your volunteering)

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Environmental Education | <input type="checkbox"/> IT skills | <input type="checkbox"/> Practical Conservation |
| <input type="checkbox"/> Event organising | <input type="checkbox"/> Media | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Office | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> First aid | <input type="checkbox"/> Photography | <input type="checkbox"/> Wildlife Gardening |
| <input type="checkbox"/> Fundraising | | |
| <input type="checkbox"/> Other (please state) _____ | | |

Relevant Qualifications: (please state)

Professional specialist? Yes/No (please elaborate)

Additional information about you, particularly why you are volunteering and if there is anything in particular you would like to get out of it, relevant details of your interests and abilities, and any adjustments you may need to enable you to volunteer.

Volunteer Registration Form



If you are expressing a general interest, or would like to help out in other ways too, please circle your interests here: (Please refer to pages 7-9)

- | | | |
|---|--|---|
| <input type="checkbox"/> Bat Trail Volunteer | <input type="checkbox"/> Education | <input type="checkbox"/> Practical Conservation |
| <input type="checkbox"/> Community Action | <input type="checkbox"/> Events | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Data Analysis | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Volunteer speaker |
| <input type="checkbox"/> Host Centre
Coordinator | <input type="checkbox"/> Office/Administration | <input type="checkbox"/> Volunteer Walk Leader |
- Other (please state) _____

How often do you feel you might be able to help?

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Morning:							
Afternoon:							
Evening:							

If you have already signed up for a specific role, please state it here:

How did you hear about the DGHB project?

- Friend
 DGHB project website
 DGHB project event
 Other (please specify).....

Own Transport Yes/No

I would like to receive details of membership: Yes/No/Already a member

I would prefer my correspondence by: Post Email

Please register me as a volunteer with DWT for the DGHB project, I understand that DWT will keep my information on a database to keep me informed of their charitable work, campaigns and appeals. As volunteers involved with the Bat project we would like to share your details with other partners in the DGHB project so they can contact you about other opportunities.

Please tick here if you are happy for this to happen

Signed.....Date:.....



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Volunteer Equality and Diversity Monitoring.



DWT aims to provide equal opportunities and fair treatment for all volunteers. Though optional, we would like you to complete this section in order to help us understand who we are reaching and to better serve everyone in our community. The information will be used to provide an overall profile analysis of our volunteer base and will not be stored with any identifying information about you.

1. Date of Birth: _____ 2. Gender: _____

3. Where do you live?

Town centre/suburb Village Rural area

4. Do you have dependants living with you? YES/NO

5. Are you

Working full time	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
Working part time	<input type="checkbox"/>	Student	<input type="checkbox"/>
Full-time housewife/ house husband	<input type="checkbox"/>	Retired	<input type="checkbox"/>

5. Are your day-to-day activities limited because of a health problem or disability which has lasted or is expected to last at least twelve months?.

Yes, limited a lot Yes, limited a little NO Rather not say

6. How would you describe your ethnic group?

Asian/Asian British Black/African/Caribbean/ Black British
Mixed White Other _____ Rather not say

7. What religion are you?

Buddhist Christian Hindu Jew.. Muslim Sikh
Other _____ None

8. How would you describe your sexual orientation? _____