
Volunteer Handbook



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Welcome - Cllr Jim Mckenna



Volunteers are a fundamental part of the First and Last - Our Living Working Landscape scheme. We aim to support and encourage a sense of pride in the landscape, enable greater understanding and connection, and help to restore traditional skills across Penwith. Much of the programme has been designed to attract, nurture and develop volunteers. Volunteers have an essential role to play and the programme will be a far greater success with your involvement. We

Jim concentrating hard!

hope it offers a great opportunity for people who have the time and inclination to make a change – not only to the landscape but also to themselves.

The Penwith Landscape Partnership has the team, resources, networks and vision to provide great opportunities for anyone who would like to join us but of all of these, our most valuable resource is our volunteers.

Jim McKenna

Chair of Penwith Landscape Partnership Board

First and Last – Our Living Working Landscape

The ancient landscape of Penwith is exceptionally diverse. This rocky, cliff-faced peninsula, embraced by the Atlantic Ocean, is a landscape with enormous environmental, agricultural, historical, cultural and community value. Living and working in Penwith has huge benefits but also holds major challenges. In 2014, the Penwith Landscape Partnership (PLP) agreed a shared vision:

“A resilient living, working Penwith landscape where farming prospers while protecting natural resources, restoring habitat connectivity and enhancing the archaeological heritage; a landscape that is loved, enjoyed and supported by local communities and visitors”.

The Partnership has also identified three main issues:

- Fragmented landscape management
- Lack of appreciation and understanding
- Loss of traditional skills

The First and Last programme will help to overcome these issues. The way in which we hope to achieve this is set out in our Landscape Conservation Action Plan which was approved and funded by the Heritage Lottery Fund in 2017.

Map of Area

The map shows the full extent of the Penwith Landscape Partnership scheme area which covers a total of 227.8km². Our main focus of activity is on the rural landscape of Penwith; starting in the north and working our way towards the south (more detailed maps are available in the PLP office).



Meet the Penwith Landscape Partnership Team



Richie Smith
Practical Tasks Officer



Nick Taylor
Penwith Hedges and Volunteer
Coordinator



Matt Watts
Access Officer



James Parkin
Ecologist



Nicole Broadhurst
Community Coordinator



Laura Ratcliffe-Warren
Ancient Penwith Project Officer



Claire Backhouse
Programme Officer



Julian Branscombe
Programme Manager



Phil Pengelly
Farm Environment Officer



Katie Giles
Digital and Communications Officer

Volunteering

There are many ways you can get involved in the First and Last programme. We have a variety of different tasks covering a wide range of interests and abilities.



Overgrown footpath near Chûn castle

Practical outdoor tasks – The Practical Tasks Officer leads a number of open volunteer sessions. Groups carry out a whole range of tasks including: clearing ancient sites of vegetation, repairing and maintaining Cornish hedges, creating and restoring wildlife habitats as well as improving and managing public rights of way.

Wildlife Surveying - There are opportunities for volunteers to undertake species surveys, such as butterfly and bird counts, botanical surveys and habitat assessments.

Data entry – We have office-based tasks to enter data recorded in the field on to our own system and into the Online Recording for Kernow and Scilly (ORKS).

Common Blue Butterfly



Archaeological Surveying – Volunteers have the opportunity to be trained to undertake archaeological surveys of some of the ancient sites across Penwith.

Archaeological Survey at Mulfra Vean

Research - We have two main research projects in which you can get involved. The first focuses on archaeological sites and finding information and historical records.

The second project involves researching old place and field names. We want to ensure these records are kept for future generations by archiving reliable material.



Landscape Character Assessment



We would like volunteers to get involved in carrying out Local Landscape Character Assessments of the eleven parishes within the PLP area. These surveys look at the features within each parish to identify all the heritage aspects that make the landscape special and interesting.

What is it like to volunteer?

Carolyn Kennett



Volunteering for The Penwith Landscape Partnership has been so much fun. We were volunteering at Mulfra Vean which is the location of an Iron Age settlement, with several courtyard houses.

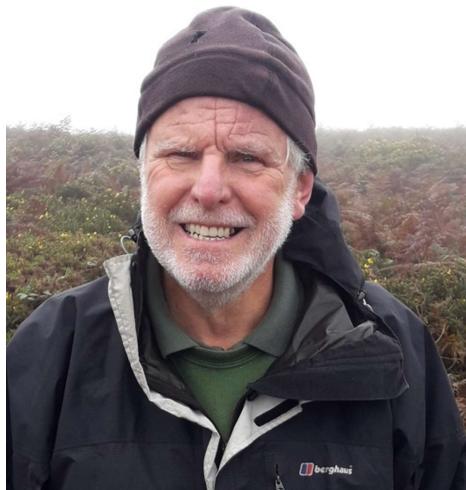
On arrival, the site was very overgrown and with a group of other volunteers we helped clear the site in

preparation for an archaeological survey. Richie was fabulous in leading the clearance and gave all the training needed so we could have a go with all the hand tools. The ancient site's expert was regularly on hand to answer all our questions about the heritage of the site.

It was exciting to expose the stones from the undergrowth and see the site come back to life. We were lucky enough to expose some new additional features, which were recorded in the survey. The days were always lots of fun with plenty of great company and tea breaks. It was such a fabulous location to have started volunteering as it had wonderful views of Mounts Bay.

Robin Knight

West Penwith is unique, with its moors and sea cliffs, barrows and cairns, its stone field boundaries as old as the pyramids and still in use for their original purpose, scattered with ancient settlements and rare wildlife habitats. Being able to get out into this amazing environment be it in sunshine orizzle, to help conserve these special places is a privilege.



The rewards for doing so are many, and everyone who volunteers will have their own reasons for doing so. I enjoy the more physical, practical work of keeping sites clear of invasion by common species such as bracken and gorse, and invasive plants like Himalayan balsam. It's an opportunity to meet other volunteers; it keeps me fit and gets me out to sites that I wouldn't otherwise know about. Also it is a learning experience. I come home having learnt something new, or wanting to delve into the history of a site or find out more about the different species of rushes found in acid bogs! In short volunteering keeps both body and mind healthy. Having a cup of tea standing in the middle of an Iron Age Courtyard House discussing with friends ...perhaps the latest series of Poldark... is an experience as unique as the setting. And at the end of a sweaty, or damp, day to stand back to see how much our small band of volunteers has accomplished is another reward that few other activities can offer.

Our promise to you.....

- The Penwith Landscape Partnership will treat you with respect and aims to offer a wide range of roles to a diverse array of people in line with the 2010 Equality Act.
- We aim to ensure you will have a good understanding of the aims and objectives of the First and Last programme.
- A member of the PLP team will make regular contact with you and will actively gain feedback from you.
- You are covered by Cornwall Wildlife Trust's insurance when acting under PLP instruction as the Trust acts as Accountable Body for the Partnership.
- Your health and safety is of utmost importance and we will work in line with Cornwall Wildlife Trust's health and safety policy. You will receive an induction in health and safety procedures and risk assessments.
- You will be offered regular training opportunities relevant to the tasks and duties that you will be undertaking.
- We will provide you a volunteer benefit package and we will organise social events.



Your promise to us...

- Work alongside us to achieve our aims and objectives.
- Inform us if you do not feel you have received the guidelines and information necessary to carry out your role or a particular task.
- Respect confidentiality, equal opportunities and health and safety policies.
- Be honest and mindful that you are ambassadors of the Landscape Partnership in your local community.
- Be reliable and have good time management skills. Advise us as soon as possible if you are no longer able to volunteer at a previously agreed time.
- Tell us immediately about any health problems or injuries that may impair your ability to carry out the task you are undertaking.
- Communicate clearly and always listen to members of the team and other volunteers with whom you are working.
- Attend any necessary training courses required for the role.
- Enjoy yourself – you don't have to promise this but we hope you do!



Induction

Your induction will be with the Landscape Partnership's Volunteer Programme Coordinator. The type of induction will depend on the specific role for which you are applying. During the induction, the Coordinator will tell you more about the programme, the other partnership organisations involved and introduce you to staff and volunteers. They will cover subjects such as volunteer benefits, health and safety issues, training and insurance. You will also be shown around the sites/offices where you will be working. The induction will be a great opportunity for you to ask any questions about the programme and your role. At the induction you will need to complete a registration form which asks for your personal details and an emergency contact. Your details will be kept strictly confidential, in accordance with the General Data Protection Regulation¹.



¹ GDPR means that we keep your details securely and only use them for the original purpose stated. We pledge to hold your data securely within the UK, not to share or sell it on to others. You have the right to withdraw this consent at any time. You also have the right to ask to see any data we hold on you, to have it corrected if necessary, or to have it deleted. To make any of these requests please contact us by writing to the Volunteer Programme Coordinator.

Training

The First and Last programme aims to help to restore traditional skills in Penwith that people can pass on to future generations. For this reason, we aim to offer high quality training to volunteers that want to develop their skills and use these skills to help us achieve the programme's objectives and aspirations. We want you to feel capable and confident to undertake your volunteer role and help you invest in your future. We have developed a training programme for various volunteer roles. This training is delivered in a range of ways including formal accredited courses, refresher training, in-house training sessions, coaching, mentoring and group supervision.

Volunteer Benefit Package

The work carried out by yourself and other volunteers is incredibly valuable and to thank you we have put together a volunteer benefits packages. Please contact the Volunteer Programme Coordinator for more details.

Expenses

All volunteers are entitled to claim 'out of pocket' expenses. The expenses should be agreed with the Volunteer Programme Coordinator in advance. To claim expenses you need to complete a volunteer expense form. An example can be found in the appendix. All expense forms need to be signed and submitted to the Volunteer Programme Coordinator with the appropriate receipts. Expense claims should be submitted to the Coordinator within three months of incurring the expense. You can claim your travel expenses to cover the cost of the

return trip from your home to the site/office where you are volunteering. We encourage measures to reduce the environmental impact; this includes using our pick-up points, sharing transport with other volunteers and using public transport.

Health and Safety

While you are volunteering with us your health and safety is paramount. Please let us know if you see anything you don't think is safe or if you can think of a safer way we can do something.

Risk Assessment

The staff you work with will have put together a risk assessment for the task and the site you are working on and will go through the relevant hazards with you. The risk assessment may identify personal protective

Tool Talk at Mulfra Vean



equipment you need to wear to prevent an injury. This will always be provided unless stated prior to the session.

A 'Tool Talk' from the Practical Tasks Officer will start any practical group session. This will demonstrate the correct and safe ways of using

tools and will address any health and safety issues identified by the risk assessment.

Emergency Details

While you are volunteering it is important we have the correct emergency contacts and relevant medical details. Please note it is your responsibility to let the Volunteer Programme Coordinator know if your health changes in a way that may impact on your ability to volunteer or the first aid you may receive.

Accidents

Obviously, we all do our best to avoid accidents but when accidents happen it's important they are dealt with quickly and effectively. In case of an accident, inform the designated trained first aider. In a serious accident they will call the emergency services and use the risk assessment to assist them. Once the injured person is safe they must fill out an accident form so we can see if there are any lessons to be learnt to prevent accidents from happening in the future.

Welfare Facilities

Volunteering can offer you access to the most beautiful remote locations but unfortunately we are often unable to provide welfare facilities.

Lone Working

Lone working when you are volunteering should always be avoided. Sometimes however, it may be required. If this is the case we will ask you to set up a 'buddy' system with a member of staff. Your buddy must know where you are going and how long you will be. If you are volunteering for longer than 4 hours, you must check in with your buddy to let them know you are safe at pre-agreed intervals.

Insurance

When volunteering with us you will be covered by the Cornwall Wildlife Trust's Public and Employers Liability insurance. Although you are not employed by the Trust, volunteers are covered in the Employers Liability insurance so long as you have completed a Volunteer Registration Form. However, your car will not be covered by the Trust's insurance. So if you need to use your vehicle while you are volunteering for the PLP we recommend you let your insurance company know to ensure you are insured to carry out volunteer tasks.

Personal items are not covered by the Trust's insurance and you are advised not to bring expensive personal items unless they are covered by your own insurance.

Difficult Situations

If you have any problems or concerns while you are volunteering please let the Volunteer Programme Coordinator know as soon as possible. All issues will be dealt with in total confidence.

How Volunteering Affects Benefits

Currently volunteering doesn't affect your benefits and you can volunteer as often as you like. If you are claiming Jobseekers Allowance you must ensure you are actively looking for work and should be available for an interview within 48 hours' notice. Volunteering can count as 'actively looking for work' if the volunteer role is likely to help you find work or give you more experience and make you more employable. Check with your local job centre if volunteering counts as looking for work or if you need any further information.

If you claim housing benefit and council tax reduction tell your local council you are volunteering as they might want to see your expense claims.

References

We are more than happy to provide references for our volunteers where appropriate. Please ask the Volunteer Programme Coordinator.



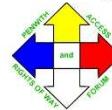
Questions

If you have any other questions please get in contact with the Penwith Landscape Partnership Volunteer Coordinator, Nick Taylor. nick.taylor@cornwallwildlifetrust.org.uk on 01736 805 306 or visit us at: Penwith Landscape Partnership First Floor Office, above the Dog and Rabbit, North Row, St Just, Cornwall, TR19 7LB.

Thank you for choosing to volunteer with the Penwith Landscape Partnership, we hope you enjoy volunteering with us and find it an enriching experience.

Partners

Please see our website for more information about our members.



Appendix

Registration form

Expenses Form