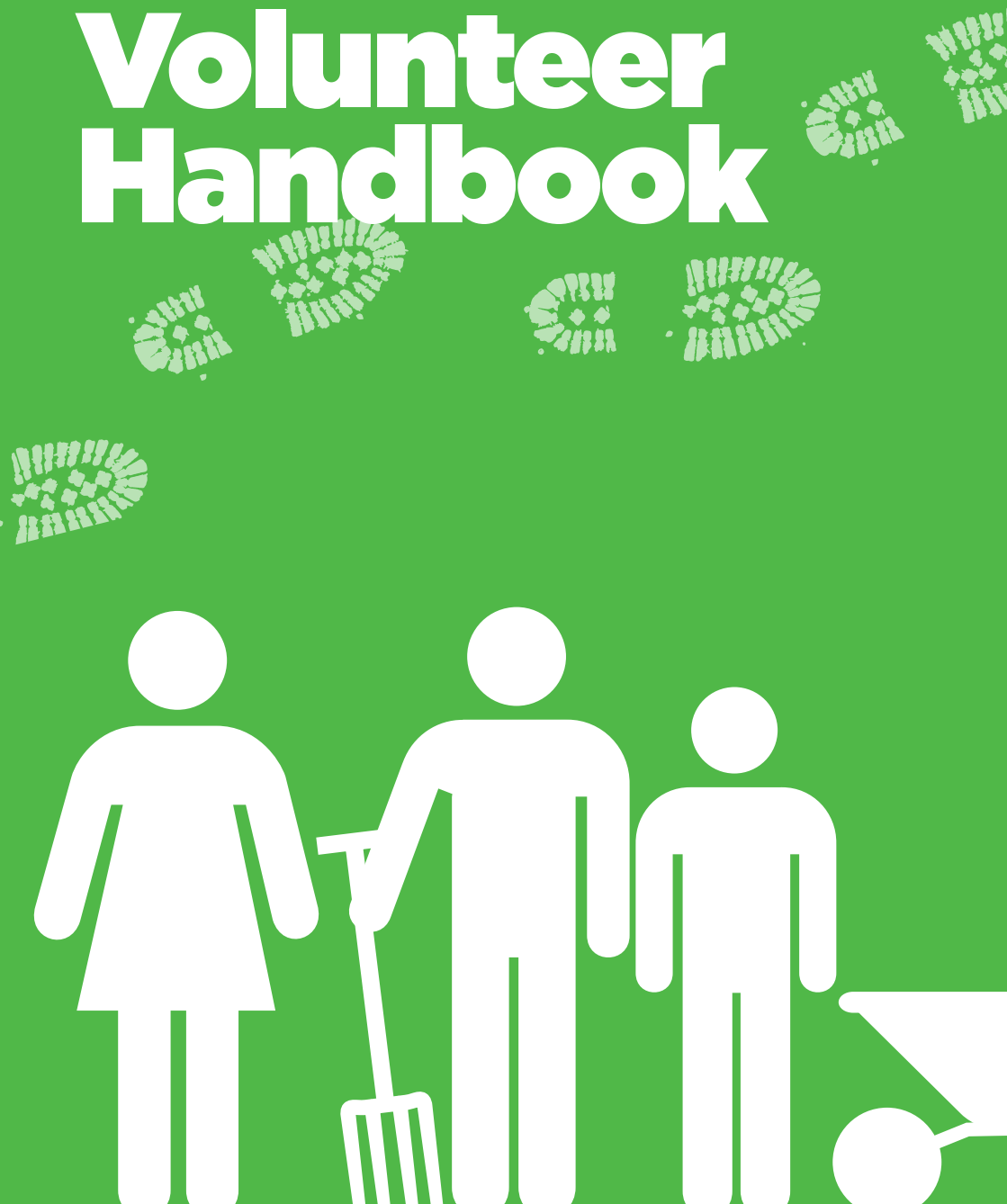


Volunteer Handbook



Thank you...

Thanks for choosing to volunteer with the Chiltern Society and for helping us preserve the unique character of the Chilterns. You're joining a large group of amazing people working hard on our behalf and helping us continue to be the "voice" of all those championing the Chilterns and our countryside.

Volunteers like you are at the very heart of the Chiltern Society and have been for almost 60 years. We want all our volunteers to feel valued, understood and proud to be part of this fantastic organisation....and we want you to enjoy helping us!

This handbook is here to explain the things you need to know about volunteering with us. We hope you find it helpful. If you'd like more detailed information on any of the subjects covered, please speak to your group leader.

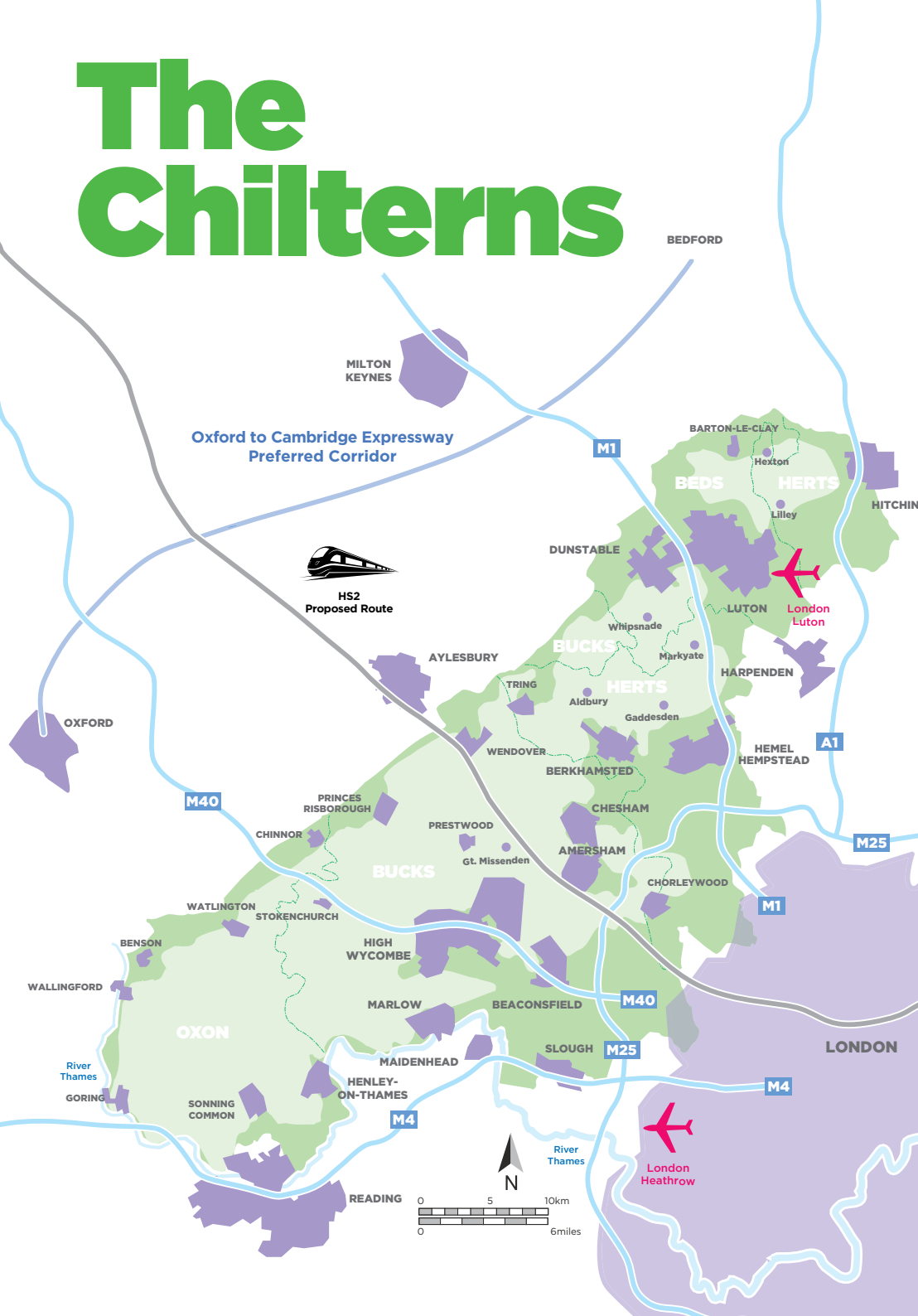
Thank you again for deciding to make a real difference.



Tom Beeston
Chief Officer



The Chilterns



A little about us

We are a registered charity formed in 1965 to preserve the remarkable beauty and distinctive character of the Chiltern's landscape. Our work is entirely funded by subscriptions from over 7,000 members which allows us to



Campaign

to cut and reduce overbearing development. Limit the effects of climate change on biodiversity and protect our precious wildlife habitats.



Conserve

Chiltern landscapes, nature recovery networks, tranquillity, heritage, footpaths and all rights of way.



Promote

enjoyment and environmental understanding of the Chilterns and encourage health and wellbeing.





A little about you



You are one of over 500 volunteers who are bringing their incredible wealth of knowledge and experience to help us achieve our aims and objectives. While we have a small group of staff based in the White Hill Centre at Chesham, we would not exist without you and your volunteer colleagues.

We are #PoweredByVolunteers

Volunteers get involved for a variety of reasons. Some want to develop new skills, others enjoy meeting new people and others want to get fit - all are passionate about the Chilterns and its stunning landscape.

Our volunteers say that they get a tremendous amount of satisfaction from being involved with us. They have told us that their activities have had a positive effect on their health and wellbeing, and helped raise the profile of the organisation across the Chilterns.



Ways to get Involved

We offer a huge variety of volunteering roles. Just speak to your group leader for more information but, briefly, here is a summary;

Conservation

The Society has a number of conservation groups, all working outdoors at some truly stunning sites throughout the Chilterns, and helping to manage the landscape and preserve different habitats to allow wildlife to thrive. Great fun, hard work at times but really satisfying and enjoyable.

Rights of Way

There are three footpath maintenance groups covering the whole of the Chilterns - volunteers monitor and maintain the condition of paths, bridleways and byways and keep them in good condition for walkers, cyclists and horse-riders. A real sense of achievement at the end of the day!



Rivers and Wetlands

This group inspects and promotes the health of Chilterns rivers, streams, ponds and brooks. Volunteers sometimes get wet and muddy but really love the work they do.



Planning

A broad-based group of volunteers which monitors planning applications and firmly resists the worst excesses of development in the Chilterns. Great for volunteers with a passion for design and detail.

Heritage

A relatively new group which works with others on projects to protect the history and heritage of the area and also organises a popular annual two-week Heritage festival. An amazing selection of projects to work on and people to work with.

Chesham Office

Volunteers help in this busy office supporting the Society's membership, marketing and finance work. A great atmosphere to work in and tasty coffee and biscuits!

Events

Our great event volunteers attend shows and fairs to promote the work we do to the general public. Tremendous satisfaction from meeting others and talking about what the Society is achieving.



What you can expect from us

We at the Chiltern Society are:

- proactive and forward-looking, continuously encouraging and supporting our volunteers and colleagues.
 - open and transparent, listening and sharing our and others' ideas. We have open communication and always learn from our successes and occasional failures.
 - active in working with volunteers from all walks of life, encouraging people of any age, gender, ethnicity, religion and physical ability.
 - always working with others to build great partnerships in everything we do
 - respectful and trustworthy. We aim to put all our customers first, be that the community, members, volunteers, supporters, partners or colleagues.
 - sustainable by always acting in a financially sound, environmentally friendly and kind way – our bottom-line.
-

What we'd like from you

You will:

- have an enthusiasm for the values and commitments of the Chilterns Society.
- stick to and work in accordance with the Chiltern Society's policies and procedures.
- follow the instructions of your group leader.
- tell us about any changes to your personal circumstances or health that may affect your ability to volunteer with us.
- give us as much notice as possible if you can no longer continue as a volunteer or would like to change your role.



How we will support you

Induction

your group leader will introduce you to the people you will be working with and explain the scope of your role. All relevant policies will be discussed with you and important health and safety requirements will be explained, so please use this opportunity to ask any questions and highlight any concerns you may have.

Training and support

is given on an on-going basis for all roles undertaken by our volunteers.

The essentials

Insurance

we will fully insure you against liability for any claims for damage made against you while performing your volunteer role, and, if using your own car on Society business, we ask you to make your car insurance company aware of your volunteering activities.

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Out-of-pocket expenses

are available for any reasonable costs you incur as a result of your volunteering. Receipts are required and your expenses need to be authorised by your group leader before they are paid to you.

Health and Safety

is vital to our work and looking after your health, safety and wellbeing is a given. You should understand and accept personal responsibility towards promoting and maintaining health and safety standards to ensure that everyone is volunteering and working in a safe environment.

Accidents and incidents

must be reported to your group leader as soon as possible.

Personal safety

as part of your induction we will ask you to provide us with two emergency contact numbers and details of any health matters that we should be aware of.

Diversity

we are committed to a policy of treating all volunteers and staff equally and fairly in line with all relevant legislation

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Dealing with difficulties

Concerns about your role

in the first instance, please raise these with your group leader to endeavour to reach an agreement through discussion. If that is not successful please speak to Tracey Read, the Volunteer Coordinator on 01494 771250.

If you have a complaint

in the unlikely event that you have a complaint please speak to Tracey Read, the Volunteer Coordinator on 01494 771250 (office@chilternsociety.org.uk) and she will try and resolve things within 10 working days.



Useful information

My main Chiltern Society contact

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Phone number

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Email address

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Chiltern Society Volunteer Coordinator

Tracey Read 01494 771250
or getinvolved@chilternsociety.org.uk

Chiltern Society website

chilternsociety.org.uk





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