

PROJECT TEMPLATE FOR ENVIRONMENTAL VOLUNTEERING TASKS

<p>TASK Why are you doing it? What are your aims?</p>	
<p>One- off or Ongoing? <i>(Will it need more work in future?)</i> Does future sustainability need to be considered?</p>	
<p>Location of task <i>(Where is it?)</i> Basic location plus Grid Reference & Post Code Nearest Public Transport? Nearest Hospital?</p>	
<p>Volunteer Welfare provision/Targets <i>(What do your volunteers need? How long will it take them)</i> Volunteer car parking Shelter? Space for breaks? Refreshments? Toilets? Volunteers working as 1 large team or smaller groups? Time allowed for tasks?</p>	
<p>Health & Safety <i>(Is it safe?)</i> RISK ASSESSMENT Who is providing? Are they qualified? Personal Protective Equipment(PPE) <i>(Things like gloves, eye-protectors etc.)</i> Who is responsible for providing/checking? Disclosure & Barring Service (DBS-Formerly CRB) <i>(Checks adults OK to work with kids)</i> Are checks necessary? Who is responsible?</p>	
<p>Conservation Management Plan <i>(Do we need to ask permission?)</i> Are there animals/plants/habitats there that need protecting during/as part of task? Who approves task/sets limits? Do any other bodies official or local (e.g. Electricity board or landowners) need to be consulted or informed?</p>	
<p>Skills/Abilities Necessary <i>(Do we know how to do it?)</i> What skills & knowledge do group have? Do volunteers have necessary skills- including leadership skills? Do outside specialist skills need to be organised/bought in?</p>	
<p>Costs <i>(Where is the money coming from?)</i> Who is paying? And for what? What materials (if any) need to be bought? What is the total cost to be budgeted? When will it be done by?</p>	
<p>Task Co-ordinator <i>(Who is in charge?)</i> Who is responsible for bringing together the different parts of the task and co-ordinating the actions of any partner organisations?</p>	
<p>Business Needs- What would make them choose your project? <i>(What can you offer them?)</i> Publicity? Photos? Teamwork experience? Leadership opportunities? Project management experience? Community/schools benefit?</p>	