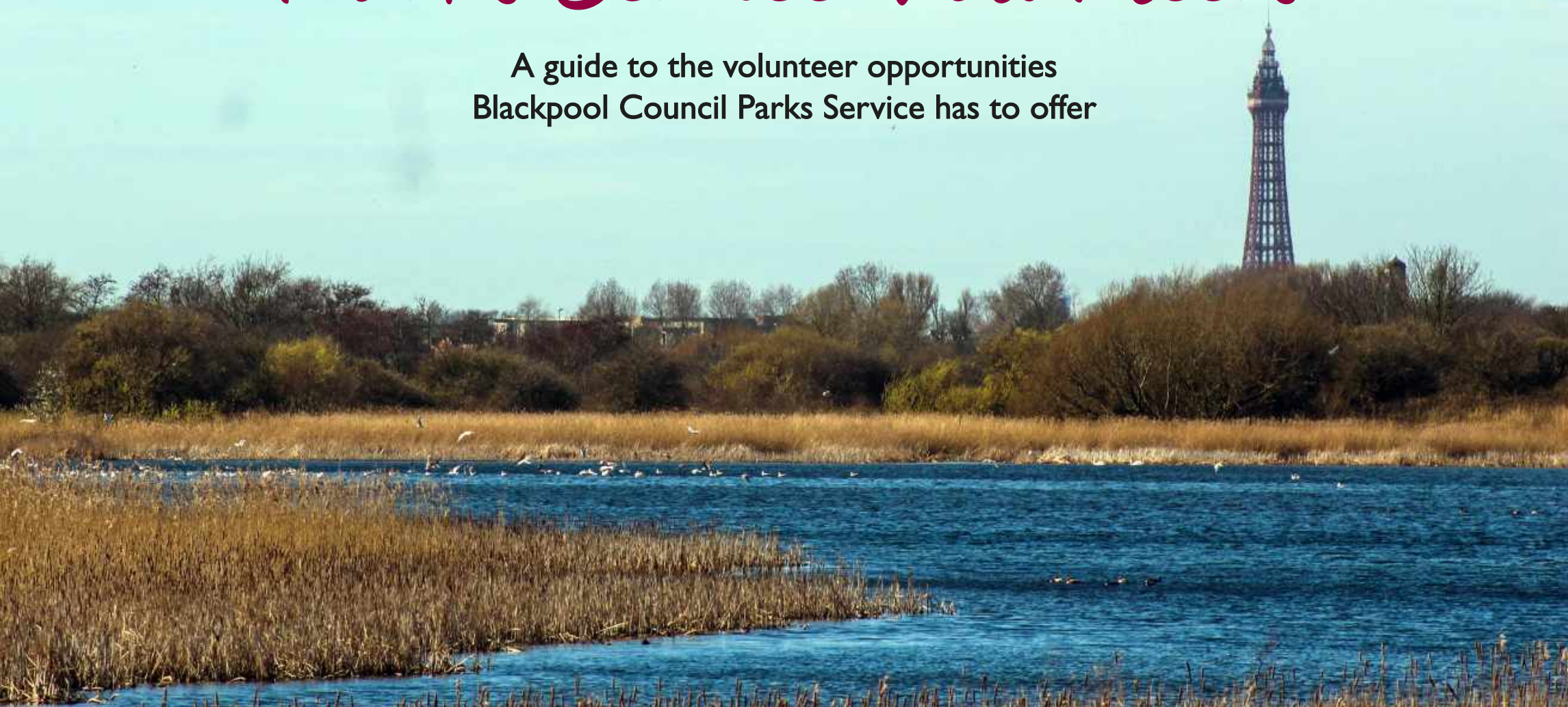


Parks Service Volunteers

A guide to the volunteer opportunities
Blackpool Council Parks Service has to offer



welcome!

This welcome pack is designed to provide information about the exciting volunteering opportunities available in the parks and open spaces of Blackpool. Volunteers play an invaluable role in supporting the Council to improving Blackpool's parks and greenspaces for local communities to enjoy. We hope you will join us.



Benefiting People and Wildlife



Blackpool is home to approximately 95 greenspaces including parks, community gardens, woodlands, grasslands, local nature reserves, allotments, churchyards and more. These greenspaces are under the management of Blackpool Council, who work in partnership with a wide range of local community groups, landowners and government agencies in the interest of environmental conservation and public enjoyment.

The parks and open spaces in Blackpool benefit and support a vast array of wildlife, whilst providing communities that use them spaces to enjoy. Volunteers play an invaluable role in making these spaces the welcoming and safe places they are, so why not join some great teams who are making a difference in the places we love so much.



A Variety of Roles

Volunteers support the Parks Service in a variety of roles which are outlined in this booklet. We hope to find a position that suits everyone based on their interests, abilities and motivation. What skills and knowledge can you bring to our team? What skills and knowledge can we provide you with to further your own development?



Who Can Volunteer?



Anybody can be a volunteer. All that we ask is that you represent Blackpool Council in a positive and professional way, you are honest in your application form and that those under the age of 18 have written consent from a parent or guardian.

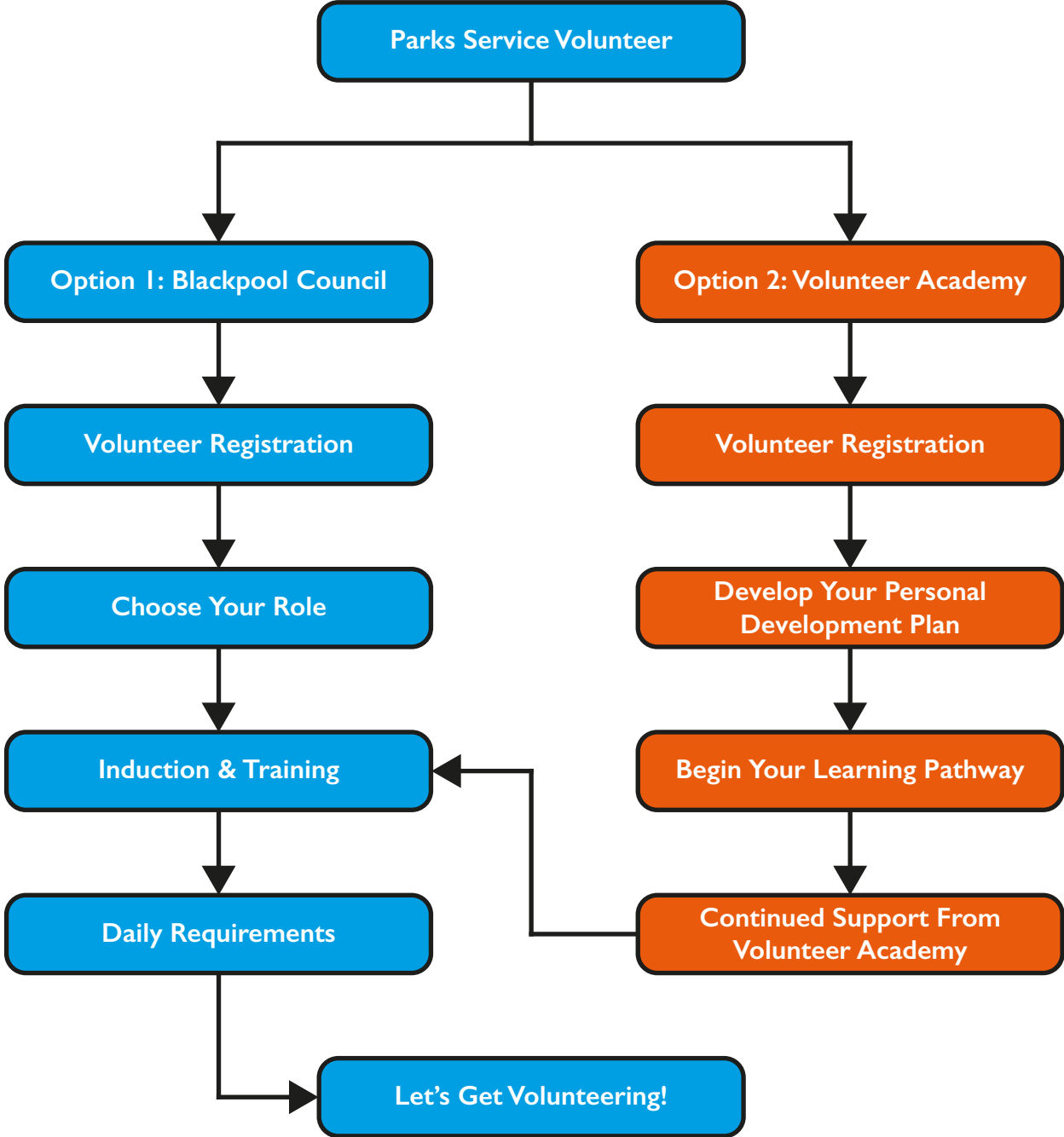
Why Volunteer?

There is an endless list of reasons why you should become a volunteer, but the most important reason is you. Volunteering will help you stay active, benefit your mental health, allow you to develop new skills and meet new people. The work that you carry out will make a positive impact on local communities, promote wildlife and improve Blackpool's greenspaces.



Getting Started

There Are Two Options:



Volunteer Registration



We ask all prospective volunteers to initially complete an application form to register your interest by contacting the Parks Volunteer Coordinator. We will also ask you to provide some health information to ensure you are able to carry out your tasks safely. All personal volunteer information is treated confidentially under the General Data Protection Regulation (GDPR) 2018.

On receipt of your application, we will contact you to organise an informal chat to explain the role in further detail. Further to the application stage, we will then contact you to confirm your application was successful and arrange a start date and induction.



Once a registered volunteer, you will be:

- Covered by the Council's Public Liability Insurance whilst undertaking agreed activities.
- Placed on our email circulation for project newsletters and volunteering updates.
- Invited to special volunteer events and activities.

Induction and Training



All new volunteers are to complete a role induction which includes:

- An introduction to the staff and volunteer team, the site and information about the work being carried out by the volunteers.
- A brief outline of our policies and procedures.
- A brief overview of some health and safety policies and safe working practices.
- Identifying areas of support and training (task demonstrations, tool training, DBS check etc.).
- A brief discussion of days, times and frequency of volunteering.
- Any further questions you may have about your role will be answered.



Important Information

All volunteers must adhere to Blackpool Council's health and safety procedures and first aid policy which will be made available to you in your induction. Volunteers will be given health and safety instructions relevant to each task based on a risk assessment prior to the start of the activity. If you don't feel comfortable undertaking any task, please stop and make the Park Volunteer Coordinator aware so that we can make appropriate adjustments.



Benefits

If you are claiming any work-based benefits then please talk to your local Job Centre to inform them of your volunteering, particularly how many hours you are undertaking each week.

Relationship with Blackpool Council

When you are volunteering you are representing Blackpool Council. We ask that you endeavour to represent our organisation positively and professionally whilst undertaking your role and liaising with the public. There is no enforceable obligation for volunteers to attend or undertake set tasks and likewise Blackpool Council do not have to provide regular work or payment.

Grievance and Disciplinary Matters

If you have a concern, please discuss it with one of our staff members as soon as possible. We have an open-door policy and will endeavour to resolve any issues in a professional unbiased manner.

Volunteers will not be subject to Blackpool Council's disciplinary procedures. Volunteers will not have access to the Council's grievance procedures. However, volunteers will be entitled to use the authority's Complaints Procedure.

The Council reserves the right to cease the role of a volunteer where concerns over attitude or conduct arise and mediation has not been successful.



Code of Conduct

Blackpool Council Staff Will:

1. Ensure that you are trained and supported by an experienced member of staff, who will provide continued support, training and clear instructions throughout your time with us.
2. Provide appropriate training and give clear instructions and ensure safe work systems of work for all volunteer roles and tasks.
3. Not discriminate against any person on the grounds of race, gender, disability or sexual orientation.
4. Listen to volunteers' grievances or feedback, endeavouring to address them where possible.
5. Treat all volunteers with respect and courtesy.
6. Regularly communicate with volunteers through verbal and written channels.
7. Provide references for volunteers after a period of three months and up to two years after the volunteer has left the role.

Volunteers Will:

1. Disclose any health condition which may affect their ability to carry out their duties.
2. Follow all health and safety advice given by Blackpool Council staff. This includes wearing the correct Personal Protective Equipment and following instructions for safe working.
3. Provide notice if they are unable to attend a session they are scheduled to attend.
4. Not discriminate against any person on the grounds of race, gender, disability or sexual orientation.
5. Highlight any issues, grievances or feedback with Blackpool Council staff as a first point of contact.
6. Treat other volunteers, Blackpool staff and members of the public with respect and courtesy.
7. Not smoke in Council buildings and vehicles and when smoking will keep a respectful distance from other volunteers.



Parks Service Volunteer Roles

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Habitat Conservation



What does it involve?

Habitat Conservation Volunteers assist in the management of a number of habitats across Blackpool. These habitats promote plants and animals, some of which can be rare or protected, whilst also providing amazing spaces for people to enjoy. Join our practical workdays, learn new skills and work on a variety of projects across Blackpool.

Activities Include:

Reedbed, grassland, woodland, scrub and pond management
Coppicing, pruning and hedge laying
Invasive species control



? *Is it for you?*

This role would suit people who:

- Like being outside in all weathers
- Enjoy working as part of a team
- Have a good level of health and fitness
- Have a passion for the natural environment and wildlife



Habitat Conservation Planner





Gardening

What does it involve?

Gardening Volunteers assist in the maintenance and development of Blackpool's parks, greenspaces and community gardens. This can include growing food for your community, promoting wildlife or adding colour to your local greenspace. This role may require you to work with Friends of Groups on community projects.

Activities Include:

Planting
Weeding
Watering
Composting
Harvesting

? Is it for you?

This role would suit people who:

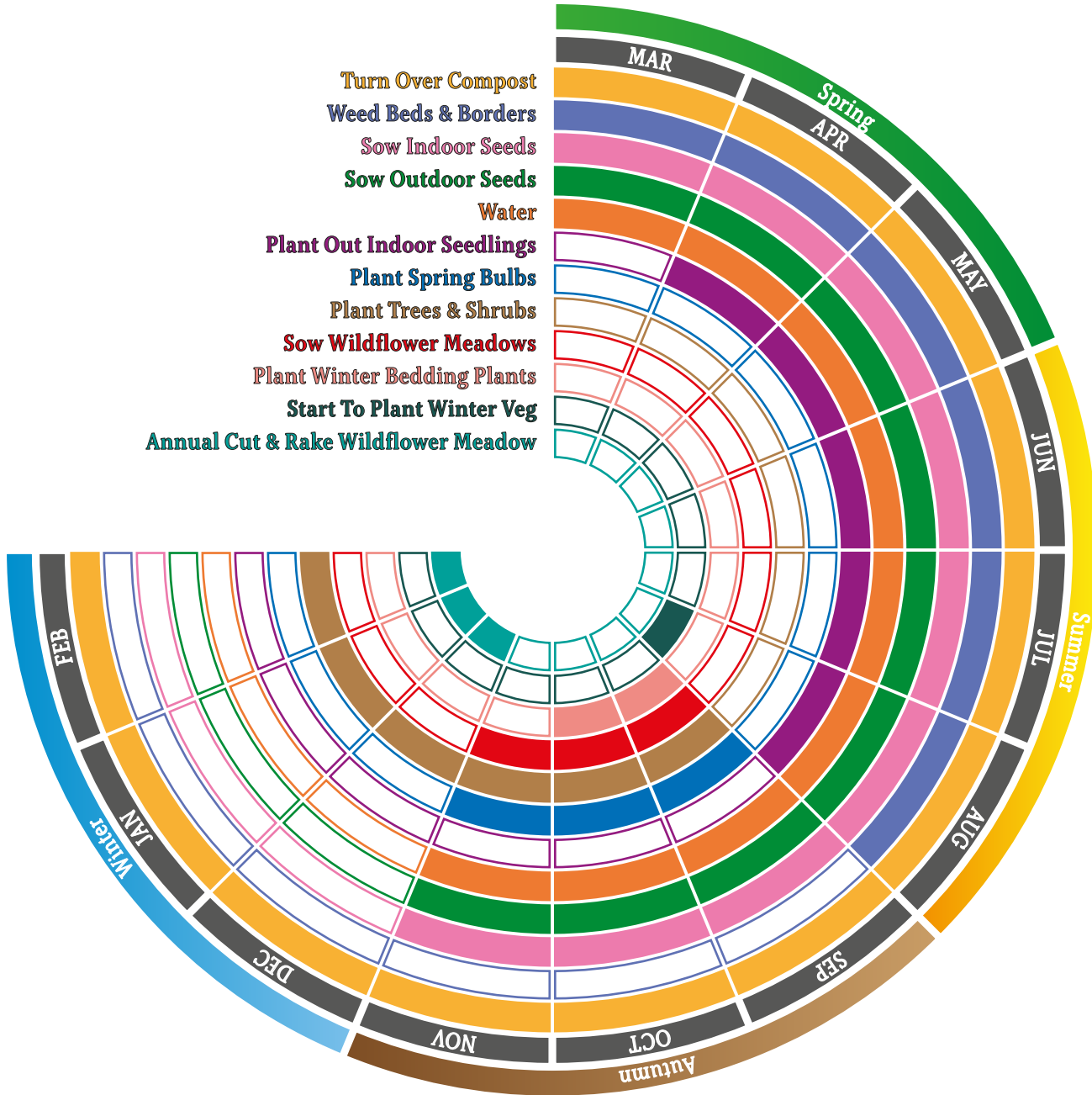
- Have a green thumb or are interested in gardening.
- Like being outside in all weathers.
- Want to meet like-minded individuals.
- Enjoy working as part of a team.



Gardening Planner



- Turn Over Compost
- Weed Beds & Borders
- Sow Indoor Seeds
- Sow Outdoor Seeds
- Water
- Plant Out Indoor Seedlings
- Plant Spring Bulbs
- Plant Trees & Shrubs
- Sow Wildflower Meadows
- Plant Winter Bedding Plants
- Start To Plant Winter Veg
- Annual Cut & Rake Wildflower Meadow





Site Maintenance

What does it involve?

Site Maintenance Volunteers assist the staff with the general upkeep of our green spaces, this means tasks may vary significantly between sites. Volunteers will always be provided with the necessary training, tools and safety information to carry out the tasks within their role.

Activities Include:

Repairs to bins, benches, gates, fences etc.
Construction and installation of new infrastructure
Tool maintenance
Footpath maintenance

? Is it for you?

This role would suit people who:

Have general DIY or carpentry skills, or an interest in this area.
Like being outside in all weathers.
Enjoy working as part of a team.





Event Support

What does it involve?

Event Support Volunteers assist in the organisation, preparation & running of events and activities that promote Blackpool's parks and open spaces. These events can be large scale events in the park, smaller community gatherings or educational/nature based activities for children such as guided pond dipping. This may require you to work alongside other services, organisations & local Friends of Groups.

Activities Include:

Running activities
Resource preparation
Marshalling
Setting up/packing down

? Is it for you?

This role would suit people who:

- Have knowledge of the site where the event is being held.
- Have great people skills.
- Can represent the Council positively and professionally.
- Have experience of, or a passion for working with children and/or young adults.
- Have experience of, or a passion for working with local communities.
- Are willing to have a DBS check.





Wildlife Surveyor

What does it involve?

Wildlife Surveyor Volunteers help to gather specific information about all the species that live in Blackpool's parks and greenspaces. This includes birds, invertebrates, amphibians, mammals and plants. This information is essential in the long-term management and improvement of our sites, as well as informing us of the impact of our current management plans.

Activities Include:

- Observational surveys.
- Quadrat surveys.
- Species identification.
- Collating data.

? *Is it for you?*

This role would suit people who:

- Like being outside in all weathers.
- Are comfortable with occasional lone working.
- Have plant and wildlife identification skills or are interested in learning.
- Have existing skills in surveying or are interested in learning.





Litter Picker

What does it involve?

As a Litter Picking Volunteer, you will be assisting the Council by keeping Blackpool tidy. This role is flexible, allowing you to tidy up anywhere in Blackpool. You can join in by becoming part of a litter picking group, litter picking event, or you can litter pick your local area whenever it suits you; we just ask that you get in touch with the Parks Volunteer Coordinator when you do.

Activities Include:

- Working in a public space.
- Working as part of a team or alone.
- Removing litter in a safe manner.
- Potentially carrying heavy bin bags.

? Is it for you?

This role would suit people who:

- Have a passion for the natural environment.
- Want to see their local green spaces free from litter.
- Have a positive attitude.
- Can represent the Council in a professional manner.





Ranger Support

What does it involve?

As a Park Ranger Support Volunteer, you will assist Blackpool's Park Rangers in their goal of connecting Blackpool to nature. This is through the delivery of their nature-based children's activities. This position provides you with the opportunity to introduce Blackpool's children with the natural world through their local parks and greenspaces.

Activities Include:

Leading children's activities.
Getting messy.
Reading stories.
Singing songs

Taking a register.
Taking photographs/videos.
Setting up/packing down.
Cleaning down of resources.

? Is it for you?

This role would suit people who:

Have a passion for working with children.
Have a passion for wildlife and nature.
Have a friendly and engaging personality.
Are willing to have a DBS check.





Ranger Resource Preparation



What does it involve?

Park Ranger Resource Preparation Volunteers assist the Park Ranger service in their goal of connecting Blackpool to nature through the preparation of resources needed to run their nature-based activities and events. The preparation of resources is an integral part of the Park Ranger service, without which their work within communities across Blackpool would not be possible.

Activities Include:

- Designing posters/resources.
- Preparation of materials.
- Painting, cutting and building.
- Packing of activity packs

? Is it for you?

- This role would suit people who:
- Would like to help in a non-public-facing role.
- Have a passion for arts, crafts or design.
- Are happy to work alone.





Woodwork

What does it involve?

As a Woodwork Volunteer you will have the opportunity to be involved in the creation and repair of general woodwork projects such as constructing bird houses, pallet furniture and flower beds. This position will provide you with the opportunity to learn and develop new skills, meet likeminded people and make a positive impact on your local community.

Activities Include:

- Use of hand tools such as saws, hammers & drills.
- Stripping down pallets.
- Repair of existing structure.
- Construction of structures needed.
- Painting.

? Is it for you?

This role would suit people who:

- Have general DIY skills or an interest in this area.
- Can follow health & safety guidelines.
- Enjoy project-based work.





Tree Planting

What does it involve?

As a Tree Planting Volunteer, you will be part of Blackpool's fight against climate change through a carbon offset solution. Planting trees across our parks and greenspaces will also improve these spaces for communities and wildlife across Blackpool. This position is seasonal, with tree planting projects running throughout autumn and winter. All equipment and training will be provided.

Activities Include:

Using a spade.

Planting trees.

Working outdoors.

? *Is it for you?*

This role would suit people who:

Enjoy working outside in all weathers.

Are happy to get muddy.

Have a good level of fitness.





Admin



What does it involve?

Administration Volunteers will assist volunteers, Marton Mere Nature Reserve and the Park Ranger Service in a variety of administrative tasks. These tasks can be carried out in your own home or in an office space we provide. Training will be provided however basic computer skills would be useful.

Activities Include:

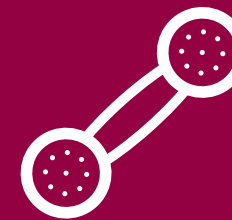
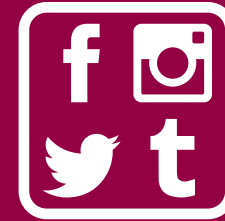
- Collating wildlife survey data.
- Taking bookings.
- Conducting inventory checks.
- Designing posters/advertisements/resources.
- Running social media.



Is it for you?

This role would suit people who:

- Have good computer skills.
- Are happy to work from home or in an office.
- Have an interest in gaining some administrative experience.



Interested in Something You've Seen?

Contact Us:

Parks Volunteer Coordinator

Tel: 01253 478 358

Email: parks@blackpool.gov.uk

Blackpool Council

PARKS SERVICE