



Role and Responsibilities of General Volunteer

1. This is a role that open to anyone with or without previous experience of gardening and whenever you attend you will be offered a choice of tasks to suit your needs and abilities.
2. While much of the work will be around cultivating and looking after plants there are usually some jobs to do around construction of beds, raised beds, compost stations and other necessary facilities for the project.
3. Guidance and some informal learning will be available to help you develop your skills.
4. All tools and safety equipment will be provided but you may bring your own if you wish. Please come with appropriate clothing and footwear bearing in mind the weather, the likelihood of muddy work and of working with gardening tools.
5. Currently the site has no running water or power so refreshments will be provided from thermos flasks and water bottles and of course you are able to bring your own if you want. We can provide biscuits but not lunches so please bring something to eat if you are working across lunchtime.
6. As a volunteer you will be consulted from time to time about your experience and ideas you may have for the Meadow. You don't have to wait, though, and we very much hope you will come forward with ideas as they come to you as well as raising any queries or complaints as they arise.
7. We have a number of policies in place relating to volunteering specifically as well as to all who work for Wild Heritage Suffolk and you can access these on our website or request a copy.
8. Health and safety is an important aspect of the everyday working environment and all activities will have been risked assessed and any inherent risks in tasks allocated will be communicated to the volunteer and appropriate safety equipment offered. There is also a responsibility on volunteers themselves to monitor the work they do in terms of the ongoing risk and communicate to staff if they feel the risk is increasing and not to undertake working with increased risk without consulting staff.
9. Part of the fun of volunteering is getting to know people and this is an element of the experience that we encourage. It is common for people to disclose personal information in the course of things and we want to ensure that everyone feels this is a safe space to talk and exchange such information. To this end we do ask that personal information is not shared outside of those who are privy to it when it is disclosed unless the person has given verbal consent. The only exception is if the information may be a matter of concern for the safety and well-being of the person or others around them in which case this should be disclosed to a staff member as soon as possible.
10. Transport to and from the site is the responsibility of the volunteer although we can help with accessibility on site. Ride sharing may be possible if you find you live close to another volunteer.

