

DETAILED PROJECT PLAN

HLF Programme Area			
Area	Programme Title	Main Area (tick one box only)	Links to Other Areas
A	Conserving or restoring the built and natural features that create the historic landscape character.		✓
B	Increasing community participation in local heritage	✓	
C	Increasing access to and learning about the landscape and its heritage		✓
D	Increasing training opportunities in local heritage skills		✓
E	Scheme staffing, overheads and running costs		✓

PB6

Managing Volunteers



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Heading	Content
Summary	The Community and Events Officer will provide an active role to help partners recruit volunteers and will provide advice and support to existing volunteer groups
Project description	<p>Recruiting Volunteers</p> <p>The postholder will be tasked with recruiting new volunteers from all backgrounds and ensuring that volunteers are valued and respected for their work.</p> <p>The Community and Events officer will work with the scheme partners to help recruit volunteers to the various projects. They will also work with the Community Heritage officer to engage volunteers with the Parishscapes project and the wider scheme.</p> <p>In particular this project work with youth groups to promote volunteering for young people based initially around the Dart Valley. It will also actively seek volunteers to get involved at Higher Uppacott and develop ideas about setting up a “Friends of” group.</p>

A small group of up to 10 volunteer Heritage Champions will be developed to visit local schools and community groups and run activities or give talks to enthuse people about the heritage landscape of Dartmoor.

Supporting Volunteers

Conservation volunteer groups have identified the need for on-going training for their regular volunteers. This enables volunteers to gain from their activity and for the groups to undertake a wider range of work. There are on-going needs such as first aid training, health and safety training and use of equipment and developing volunteer leader skills but also specific training such as archaeological surveying, map interpretation and plant identification skills.

The project will support these groups by helping to develop a volunteer skills share network where skills and best practice can be shared. This will be through a programme of skills share training, using a mixture of volunteer network members, skills and expertise from the partners and specialist training providers as required.

Celebrating Volunteering

Volunteers are crucial to the long term success of our scheme and we hope to leave a legacy of a strong volunteer workforce with the skills and training required to support the maintenance of our projects. It is important to recognise and celebrate the contribution that volunteers will make to this scheme and the benefits they will bring to their communities. The project would run a celebratory event every two years to recognise volunteer contributions and look at some of the excellent work achieved and to recognise individual volunteers and groups.

This project will provide a coordinated approach so that volunteers have a central point of contact for the scheme to help them find the right opportunities to get involved in.

Beneficiaries and communication

This project will benefit anyone who would like to volunteer in the Moor than meets the eye area. It will support local volunteering and volunteering from around the moor. It will support volunteers to develop skills and get the most out of their time volunteering. Existing groups will be able to share their skills and experience developing best practise. The partner organisations will benefit from a coordinated approach and support to recruit volunteers to help run their projects. In particular it will encourage young people to get actively involved in caring for Dartmoor.

The heritage of the moor will benefit through physical conservation works. Volunteers will gain a greater understanding and appreciation of the moor. Volunteers will gain health benefits from working outdoors; they will meet new people and feel that they are making an important contribution to the heritage of the moor.

The key messages for this project are

- Recruiting new volunteers locally and further afield to help deliver the scheme
- Supporting existing volunteers and groups to get actively involved in the heritage of Dartmoor

	<ul style="list-style-type: none"> • Celebrating the volunteer contributions to the heritage of Dartmoor <p>During the development phase of the scheme a communications plan was written to help people understand the scheme. This will be revised for the delivery of the scheme.</p> <p>There will be a volunteering portal on the website which will list opportunities to get involved, contact details and how to get involved. There will be a leaflet pointing people to the website and a regular newsletter. There will be an annual recruitment drive to reach out to volunteers which will include an MTMTE recruitment fair, attending student recruitment fairs and posters</p>
Project buy-in	<p>We have spoken to existing volunteers and volunteer groups and partners providing/ or wishing to provide volunteering opportunities on the moor. During the development phase we coordinated a skills audit. A clear demand from the volunteer groups, amenity societies, community groups and local history societies that have been engaged in the development of this application was for a central co-ordinator specifically to manage the use of volunteers on Partnership projects. This is reflected in the Community and Events officer post.</p>
Project lead	Community and Events Officer, MTMTE
Partners / contractors etc.	Landscape Partnership Board will be the main partners.
Project development	<p>The project is largely the same as originally proposed, though with a smaller budget. Through the development of this scheme there have been ongoing discussions with partners and volunteer groups. The coordination role at the heart of this project is recognised as being crucial to the wider scheme, supporting partners and existing groups. It has been recognised that there are a lot of skills, knowledge and experience within volunteer groups around the moor and it is felt that they are best placed to share their skills with new volunteers or groups through the development of a skills share network</p>
Activities and Timetable	See attached table

Managing Volunteers	Year 1 (2014/15)						Year 2 (2015/16)				Year 3 (2016/17)				Year 4 (2017/18)				Year 5 (2018/19)										
	7	8	9	10	11	12	1	2	3	4	5	6	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Recruiting Volunteers																													
a. Recruiting Volunteers																													
Recruitment-Leaflet(x10,000) and posters																													
Recruitment event/taster day																													
b. Engaging youth groups- minibus hire																													
c. Heritage Champions																													
minibus hire for induction day																													
maps																													
poloshirts																													
Supporting Volunteers																													
a. Skills Share training/ network (6 events per year)																													
In house training																													
External trainer																													
b. Supporting new groups with start up fund																													
c. Tools																													
Pool of small hand tools for small/ new groups to borrow																													
Celebration of Volunteering Event																													
Catering																													
Room hire																													
Speakers																													
Awards/ certificates																													

Budgets	Cost Breakdown		
	Managing Volunteers		Cost
	Recruiting Volunteers		
	a. Recruiting Volunteers		
	Recruitment-Leaflet(x10,000) and posters		1500
	Recruitment event/taster day		1250
	b. Engaging youth groups- minibus hire		
	c. Heritage Champions		
	minibus hire for induction day		500
	maps		100
	poloshirts		150
	Supporting Volunteers		
	a. Skills Share training/ network (6 events per year)		
	In house training		5700
	External trainer		5000
	b. Supporting new groups with start up fund		
	c. Tools		
	Pool of small hand tools for small/ new groups to borrow		1000
	Celebration of Volunteering Event		
	Catering		1000
	Room hire		200
	Speakers		900
	Awards/ certificates		200
	Total		20000
Estimated Total Cost	Cost: £20,000	Contingency: £0	
VAT	a. Is VAT applicable?	b. Is VAT reclaimable?	c. VAT amount:
	YES	YES	£0
Lead Partner Contributions	Type:	Secured:	Unsecured:
	Cash (source):	£0	£0
	Staff:	£0	£0
	Volunteers:	£0	£0
	In-kind:	£0	£0
	TOTAL:	£0	£0
Other Contributions	Type:	Secured:	Unsecured:
	Cash (source):	£0	£0
	Staff (source):	£0	£0
	Volunteers (source):	£0	£0
	In-kind (source):	£0	£0

	TOTAL:	£0	£0
Moor than meets the eye contribution	Contribution:	Intervention Rate (%)	
	£20,000	100%	

Outputs	This project will deliver a coordinated approach to volunteering within the MTMTE area. It will deliver training and support to volunteers so that they can get the most from their experience. It will allow people from the wider area to get involved in the heritage of Dartmoor
Output indicators and targets	<ul style="list-style-type: none"> • 2280 volunteer days worked across the whole scheme • 5 recruitment events • 10 visits from hard to reach youth groups • 10 Heritage Champions • 30 skills share training sessions • 10 awards of £150 for 10 new start up groups • Pool of hand tools and equipment for heritage conservation groups to borrow • 2 volunteer celebration events
Outcomes	<p>In combination with the other projects in the scheme the project will deliver these outcomes.</p> <ul style="list-style-type: none"> • People will have volunteered time. This will include local people and people from Torbay, Exeter and Plymouth • People will have learnt about heritage • People will have developed skills <p>As a result of involving volunteers in the projects of this scheme</p> <ul style="list-style-type: none"> • Heritage will be in a better condition • Heritage will be identified and recorded
Evidence	We will monitor against these outputs. Through the monitoring and evaluation process at the end of this scheme volunteers will be surveyed against these outcomes
Wider context	<p>This project will provide a central point of contact to match the skills and interests of volunteers with the needs of individual projects within the scheme. In particular it links with PA1, PA2, PA3, PA4, PA5, PA6, PA8, PB1, PB2 and PB3.</p> <p>This project will also link with the work that partners already do to support volunteers and volunteering on Dartmoor, in particular Dartmoor National Park Authority, Natural England, Woodland Trust and Dartmoor Preservation Association</p>
Legacy and maintenance of benefits	The legacy of this project will be that volunteering on Dartmoor will be in a very strong place. Volunteers will have developed new skills to look after the heritage of Dartmoor alongside communities, agencies and organisations and to build capacity in their own groups. New groups will have been set up to develop the interests of people caring for the heritage of Dartmoor. There will be a strong volunteer network sharing skills and experience supporting each other.

Risks and Risk Mitigation	Recruiting Volunteers	Nature of Risk	Severity	Likelihood	Measures taken
	a. Recruiting Volunteers	Cannot recruit enough volunteers to deliver scheme	H	L	Appoint volunteer coordinator as part of MTMTE Project team. Annual recruitment drive, high profile, good publicity. Good website. Good community links developed
	b. Engaging youth groups- minibus hire	Youth groups do not want to engage	M	L	Youth groups will be targeted from right across the area as far out as Exeter, Torbay and Plymouth. A small sum of money is available to cover minibus costs to get to the moor for groups without transport
	c. Heritage Champions	Cannot recruit 10 Heritage Champions with the necessary skills	H	L	Set realistic target. Will aim at heritage groups as well as wider public. Will offer basic training to those recruited
	Supporting Volunteers				
	a. Skills Share training/ network (6 events per year)	Volunteers do not attend training	H	L	Volunteer groups invited to attend through existing networks and contacts. Training will be chosen by groups in the skills share network and will be relevant to their heritage needs
		Volunteers do not offer to lead skills share training	H	L	Work with individuals and groups. Budgeted for 2 external trainers per year if training need cannot be met within the network. Offer training to potential skills share trainers if required
	b. Supporting new groups with start up fund	Cannot get 10 new groups set up	M	L	Modest budget to provide basic set up help. The Heritage Officer and Community and events officer will be working with and supporting many communities across the area and will help groups of people come together if beneficial to the heritage of the community
	c. Tools	Tools go missing, not properly maintained	M	M	Inventory, tools boxed and bagged. Clearly identified as MTMTE. Part of budget kept aside for maintenance and replacement of broken tools
		Tools resource underused	M	L	Tools stored in easily accessible location. Well publicised
Celebration of Volunteering Event	Not supported by volunteers	H	L	Events well planned in conjunction with local volunteers. Well publicised	
Background information	http://vinspired.com/ http://www.volunteering.org.uk/				