

VOLUNTEER

Information Pack



WELCOME

A message from the Engagement Officer

Hello!

Thank you for your interest in joining our wonderful team of volunteers here at Dudley Canal and Caverns.

We cannot wait to welcome you into our team.

For over 60 years, volunteers have been dedicated to ensuring that the tunnels and limestone caverns beneath Dudley remain open for our visitors to explore. This pack will provide you with all the information you need before joining us and how you will help play a huge part within Dudley Canal and Caverns.


The pack includes what roles you can get involved in as well as some testimonies and 'Day in the life' of some of our current volunteers.

If you would like to chat more about Volunteering or have any questions you can contact me via phone or email.

We look forward to having you onboard!

rhianna@dctt.org.uk

0121 557 6265 ext. 205



ROLES

We have a range of volunteer roles across our site for you to get involved with. Whether you're looking for a few seasonal hours or something more regular, there's always something to be getting involved with.

Here are some of the roles our volunteers help us out with.

SCHOOLS & FAMILY ACTIVITIES

School volunteers help out with our school visits, helping staff with educational workshops and leading groups around our site. During the school holidays there is also the option to get involved with our special events, leading workshops in crafts, learning activities, games and trails!

If you are enthusiastic, friendly and enjoy working with children and want to get involved in a wide range of tasks this is the role for you!

GARDEN

Our gardening volunteers keep our site looking the best it can, whether they're helping move debris, weeding, planting or maintaining our landscape. Gardening is such an important role to keep our car park and visitor centre looking bright and fresh. Anybody who doesn't mind getting down in the dirt and happy to work outside would be best suited for this role. We have a very friendly team of gardeners waiting to welcome in!

TOWPATH

Towpath volunteers support our staff to help make sure visitors have the best possible experience on our boat trips. Looking out for the safety of our visitors is a key element to the role. You'll help to tie up and untie the trip boats, check passenger tickets and make sure everyone has a hard hat.

This role would be great for someone who loves being outdoors and carrying out practical tasks, is friendly and enjoys chatting to people!

BEFRIENDING

Our befriending volunteers help run our Chit Chat group who meet weekly here at Dudley Canal and Caverns. As a volunteer you would be helping to facilitate conversation amongst people in our local community, meeting new faces and making sure everyone feels welcome.

If you only have a few hours to give each week and are great with people and happy to chat you'd be a great fit in our befriending team!

HISTORIC BOAT GUIDE

During the summer we like to open our historic boats up to the public or occasionally take them to boat festivals. Our volunteers are based alongside the towpath and inside the boat to direct visitors on board and speak to the public and answer any questions.

We are looking for anybody who loves history and local heritage and enjoys chatting to people. This may also be a great opportunity for anyone looking for a more flexible role.

DAY IN THE LIFE

Each day is different here at Dudley Canal and Caverns.

With whichever role, or roles, you chose to be a part of we can promise you'll never quite know what the day has install for you.

Whether you're one of our Schools & Family volunteers where one day you're helping our younger visitors navigate an Easter Egg Hunt around site and the next you're singing nursery rhymes to our even younger visitors aboard one of our boats.

Or you hang up your gardening boots for the day in exchange for some event preparation.

There's lots to do & friends to be made!

"I enjoy being part of the team and love coming down and engaging. It's very rewarding and nice to be among caring folk."

"I like coming here. You get to meet all sorts of people and it keeps you busy"

VOLUNTEER INITIAL ENQUIRY FORM

My Details

Title:		Surname:				
First Name/s:						
Preferred Name:			Date of Birth:			
Contact Details for arranging inter-views: (email, phone or postal address):						

My interests and experience:

My main interests and hobbies are:
My previous experience includes: <i>(brief employment / voluntary history that is relevant)</i>
My skills, knowledge and relevant qualifications that I can bring to the Dudley Canal Trust includes:
I am interested in getting involved because: <i>(e.g meet new people, interest in heritage, learn new skills, work experience)</i>
The role I would like to volunteer in is:

My Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Term Time							
Holiday							

References

Please provide details of 2 referees.

Referee		Referee	
Name: (Inc. title)		Name: (inc. title)	
Relationship to you:		Relationship to you:	
Email:		Email:	
Phone:		Phone:	
Address:		Address:	

Data Protection and Disclaimer

The information you provide as part of the volunteer recruitment process will only be used for the purposes of your recruitment and ongoing volunteering.

At no time will we disclose your personal data to any third party without your consent.

From time to time we may compile statistical data but it will never include references to particular individuals.

In order to keep you up to date with information and events we will include you in our mailing lists.

How long will we store your date:

- Initial enquiry form / Enrolment Form / References / Special Category Data:
 - Unsuccessful candidate – 6 months
 - Successful candidate – 12 months after you cease to volunteer
- Training Record – 5 years after you cease to volunteer
- Self-Disclosure Form / Cause for Concern Forms – 50 years after you cease to volunteer

Please refer to our Data Protection Privacy Statement for further details.

By providing your signature below you;

Consent to the DCTT processing any personal data (including sensitive personal data) that may be collected from you for the purpose of your registration, maintaining records and collating statistical information.

Signed _____ Name _____ Date dd / mm / yyyy

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