

Volunteer Role Description - Norfolk Beach Cleans CIC

Title of Volunteer Role: Beach Clean Leader (BCL).

There's a new volunteer vacancy for the role of Beach Clean Leader.

Currently, Norfolk Beach Cleans events are run solely by Emma Sturman and the locations are predominantly on the East coast.

The aim with this new volunteer role is to provide individuals with a platform to host group beach clean / litter pick events in locations further around the Norfolk coast, ideally in areas where there aren't currently any group beach clean events in operation on a regular basis.

You will be provided with guidance, a beach clean starter kit and a small stock of equipment to get you started.

Essential & Desirable Skills:

- Passionate about protecting the environment.
- Full UK driving license. You will need to travel to the event location and transport the litter picking equipment.
- Be able to communicate effectively with a crowd of people. When giving a group safety briefing, it's ideal that you are confident in talking to a potentially large group of people.
- Competent using a computer and basic Microsoft Office tools such as Word. For completing risk assessments, etc.
- Social media. It's essential that you have a Facebook and/or Instagram account so you can share event posts to encourage family & friends to join in.
- Basic first aid knowledge is desirable but not essential.

Aims and expectations of role:

As a volunteer of Norfolk Beach Cleans CIC, you're expected to conduct yourself as set out in the volunteers code of conduct.

As a Beach Clean Leader, you'll be responsible for organising the group beach clean / litter pick events you want to host on behalf of Norfolk Beach Cleans CIC at a time, date and location of your choosing.

Carry out the events as outlined in the role's tasks and responsibilities below.

If you wish, your family and/or friends can assist you at the events. The director (Emma Sturman) will not be in attendance, unless this has been arranged.

Ideally, it would be great if you could do at least one (1) group beach clean / litter pick event per calendar month, and in return you will be given the equipment and tools you need to get started.

This role is a volunteering role and is therefore unpaid.

You have the right to end the volunteering role at any point for any reason, this is not a contracted role. However, you will be expected to return any equipment given to you as part of this role.

Outline of the role's tasks and responsibilities:

- Follow the ***volunteer code of conduct***.
- Follow the ***guidance notes*** on how to organise a group beach clean.
- Host the group beach clean / litter pick event as set out in the ***events procedure***.
- You must wear the hi-viz vest provided during each group beach clean / litter pick event to ensure you're visible as the Beach Clean Leader for volunteers to report to you.
- At the beginning of each event, you should give a safety briefing to the group of volunteers, outlining what to do, what not to do, the main safety points to be aware of, etc.
Each Facebook event setup by Emma Sturman (Norfolk Beach Cleans) will give a list of the main safety points to consider during a beach clean / litter pick.
- At least 2 weeks notification should be given prior to the event date, to allow adequate time for land owner permission(s), arrangement of waste disposal, setup of the Facebook event link, etc.
- Emma Sturman will setup the Facebook event link for your beach clean events. The following information must be provided:
 - * Time, Date, Location (Post Code).
 - * Meeting point (What 3 Words).
- If you're unable to host an upcoming group beach clean / litter pick event and need to either cancel or postpone the event; let Emma Sturman know as soon as reasonably possible (ideally, at least 48 hours' notice) and she will amend the Facebook event link to notify attendees of the cancellation.
- Use the template documents provided by Norfolk Beach Cleans as part of the Beach Clean Leader document pack as required (i.e. Risk Assessment, Sign In/Out Sheet, Event Management Plan, etc).
- Waste disposal of the rubbish collected during the group beach clean / litter pick event must be arranged prior to the event taking place. This is typically the local council.
- Seek land owner's permission / notify the land owner of the event prior to the event taking place (ideally, at least 2-4 weeks' notice).
- The time, date and location of the group beach clean / litter pick event is your choice. Please follow the guidance notes regarding tide times, adequate daylight, etc.

Role boundaries and any activities volunteers need to avoid:

- Be aware of data protection: when volunteers have signed in at the event, their full name and contact number will be held on the sign in/out sheet. You must ensure this information is not accessible to members of the public. The clipboard should have a cover to fold over to hide the volunteer's personal details.
- Avoid someone leaving their child in your custody, you are not their babysitter. Children must be accompanied by their legal guardian at all times.
- You may look after a personal item of someone's during the event if they ask. However, it's at their own risk, you're not a locker service.

Performance targets or measures:

- Ideally, a minimum of one (1) group beach clean / litter pick event per calendar month would be great, but it's not an issue if you're not able to do so.

If illness, adverse weather conditions or other factors mean that you cannot go ahead with the event, inform Emma Sturman as soon as reasonably possible, so event cancellation notifications can be made to volunteers expecting to attend.

- Record the number of volunteers in attendance. Take a photo of the sign in/out sheet and forward onto Emma Sturman for volunteer records.

- At the end of each beach clean / litter pick event, you are expected to use the weighing scales to weigh each rubbish bag and take a photo of each weight for Norfolk Beach Cleans records.

- There are no targets to meet in terms of the amount of rubbish collected.

Who to report to:

Name: Emma Sturman.

Role: Director of Norfolk Beach Cleans CIC.

Tel. No.: 07909221213.

Email: norfolk.beach.cleans@hotmail.com (*preferred method of contact*).

Location & Hours:

The location is completely your choice. It is preferred that you've been to the location in order to conduct an educated risk assessment.

You're not contracted to do a specific amount of hours. It is recommended that a group beach clean / litter pick event duration is 2 hours, although 1 hour is ok; this can also be reduced depending on weather conditions or other factors on the day.