

CORNWALL COUNCIL

CORPORATE VOLUNTEERING SCHEME



**Do you need some
volunteer help for a
project or activity that
benefits the community?**

Find out how you can access
some volunteer support from
Cornwall Council employees

“They were excellent, they were so helpful and I can’t believe that one of them travelled from Penzance to help out!”

Victory Hall Committee Member, Indian Queens



If you are a charity or community group, and need help with community projects or activities we are looking to sign you up as a ‘host organisation’. In special circumstances we will also consider other organisations for the scheme if the activities they want to provide benefit communities or specific types of people (e.g. older people) so please do get in touch to discuss.

Once you are signed up, we will look to match you with Cornwall Council employees who will act as temporary volunteers to undertake specific tasks and activities. Take a look at the information below to find out some of the key questions and answers.

Q: What is the Cornwall Council Corporate Volunteer Scheme?

A: In brief, this scheme enables Cornwall Council staff to volunteer up to 2 days per year with local projects and charities in Cornwall through an employee volunteering scheme. It aims to promote stronger links between the Council and the community. The Scheme is administered by CRCC who believe that volunteering can bring rewards for both the volunteer and local projects.

Q: What do I need to provide to CRCC in order to register?

A: We can only match volunteers to an organisation that is not for profit and providing community benefit. We will need you to tell us about your organisation and provide documents relating to it such as a constitution (and/or charity registration number if applicable) and a copy of your public

liability insurance. We will also want to see copies of certain policies that you have in place i.e. Volunteer Policy; Health & Safety; Equality and Diversity; General Data Protection Regulations (GDPR); as well as a Safeguarding Policy (for those groups and projects with links to vulnerable adults or children). Don't worry if you don't have all these policies in place, just contact us to have a chat and we can help.

Q: How much volunteer time can I expect to have access to?

A: Each Cornwall Council employee that signs up to the scheme can volunteer for up to 2 days per year. This doesn't sound like much but you will be surprised at how productive it can be. This might for instance enable you to have an experienced member of staff mentor you in how to tackle a specific area of work (project management, social media),

provide some informal training or man a stand; or, alternatively have a team of volunteers paint a building or undertake a litter pick.

Q: Is it individual volunteers or groups of volunteers?

A: We aim to promote a range of tasks that are suitable for either individuals or groups. The information and criteria you provide will help us broaden the opportunities available and define the type of help you will need and whether it is likely to be a single volunteer task or a group task.

Q: Can I use the scheme more than once a year?

A: Yes, we want you and the volunteers to get the most out of this scheme. As tasks and activities crop up during the year then register these with CRCC's Corporate Volunteering Officer who will endeavour to match the task to volunteers.

Q: Is there a pool of volunteers?

A: Not as such. Volunteers come forward on an ad-hoc basis. We try and match the host organisation and volunteers as soon as we can. There will be times when either there are not enough host organisations wanting volunteers, or we don't have any volunteers available – in which case there will be a delay. Therefore if you are looking for volunteer support you will need to let us have some notice in order to make the arrangements and maximise what we can offer.

Q: Can I register on-going tasks?

A: Yes, if you need help throughout the year then please register these opportunities with CRCC, who will keep these in mind and direct volunteers to you as and when this is possible.

Q: What sort of tasks and activities can I expect the volunteers to get involved with?

A: All the traditional activities such as painting (indoor and outdoor), helping steward an event, helping out at events, litter picks etc. However, your needs will help dictate this – do you need someone to bake a cake or run a stall, help at a food bank or charity coffee and cake session. However, we believe that Cornwall Council staff will have lots of knowledge and skills that they might want to share with you. At this stage we don't know the scope of this but for instance you may be interested in your group having help to navigate the world of computers or social media; want a mentor or some informal training on how to run an event, create a project plan, understand legislation. Your needs and the volunteer skills will define our work in making what we hope will be a perfect match. For the more personalised volunteering such as mentoring or training it should be noted that they are undertaking this as a volunteer and not in relation to their job role or employment with Cornwall Council. Therefore their help is offered on the same basis as other

volunteers that assist you and in line with general volunteer conditions.

Q. Are there any restrictions on activities?

A: There are some – naturally Cornwall Council will not allow their volunteers to undertake tasks that are to the detriment of their service delivery; bring a conflict of interest with the employee's job or brings Cornwall Council into disrepute. They also restrict activities that are in connection with party political or religious activity.

Q. What do I need to provide for the volunteer activity?

A: You will need to tell us about the activity and what the volunteers might need to know (e.g. wear practical or old clothes; bring your own lunch; start and end times for the activity, location, who to ask for etc). We would expect you to provide any necessary equipment or tools necessary to carry out the allocated activities. You will also need to have undertaken a short and straightforward risk assessment (this can be re-used if it is a regular task) – we can advise and help you with this. Please be assured that whilst we need information from you we don't want it to be too onerous and are committed to helping you go through the process.

Q. Can we showcase what we do?

A: Some larger charities and groups may be interested in having an Open Day Session – where you can promote what you do to potential Cornwall Council volunteers and also give them an idea of what tasks you might need help with. If you are interested in doing this or want to know more, speak to CRCC's Corporate Volunteering Officer.

Q. How do I get started?

A: You will need to make contact with Colum Taylor, Corporate Volunteering Officer at CRCC on: 01872 243550 / colum.taylor@cornwallrcc.org.uk OR complete our short survey. We need to know about your group or charity and as mentioned above you will also be asked to provide copies of specific documents that we require. Don't worry, this is all straightforward and we can help you if you are unsure or worried that you don't have the right policies in place.

Q. What else do I need to know?

A: You will be given all the information that you need and we would ask that you read this information carefully so you are aware of what is involved and the responsibilities for both you and the host. You will be required to complete a quick pre-survey and post-survey to help us with volunteer matching as well as to find out about your experience – details will be managed in line with GDPR regulations.

Q. The volunteers were great, can we use them again?

A: Under this scheme, each staff member has limited time allocated to volunteering. If they are keen and express interest in the project and long term volunteering opportunities you may be able to persuade them to become a regular volunteer for your project in their own time.

Q. Will the volunteers have DBS checks?

A: CRCC does not ask for, nor carry out DBS checks on any of these volunteers (some of whom may go through this process as part of their Cornwall Council role, although this is completely separate). Therefore any volunteer activities that require DBS checks are not possible within the remit of this scheme. Give Colum a call on 01872 273550 or email colum.taylor@cornwallrcc.org.uk

“**Great day,** well organized and supported. Felt that we had made a difference”

Cornwall Council Corporate Volunteer



**CORNWALL
RURAL
COMMUNITY
CHARITY**

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