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**Hi there,**

**Welcome**

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Thank you for your interest in volunteering at Derbyshire Wildlife Trust. This letter is to give you more information on volunteering with us, and to make sure you have a great experience while supporting Derbyshire’s wildlife.

**Your Role**

You may have already seen the variety of volunteering roles we have available at the Trust. It’s important to us that you enjoy your role so please take a look at the role descriptions on our website: <https://bit.ly/34nXiQb> and check that it’s the right one for you. If you’re interested in practical volunteering, take a look at our reserve practical volunteering programme attached, which lists where and when we are meeting plus it has the numbers of those leading the sessions – please do give them a ring for a chat about volunteering.

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Description automatically generated**Register**

If you haven’t already done so, please register your interest to volunteer with us by following the link to our Volunteer Registration Form - [**Registration**](https://www.formpl.us/form/634806007)

**Diversity Monitoring**

Please could you also complete our diversity monitoring form which will be separated from your application and used solely to see the diversity of people who are volunteering for us - [**Diversity Monitoring**](https://www.formpl.us/form/1667746001)

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Once we’ve received the forms back we will pass this on to your supervisor who will be in touch to arrange an induction. Your supervisor may give you a copy of the induction checklist when they first meet you but we have also attached a copy to your welcome email, there’s also a copy available on the ‘Volunteer’s Area’ of our website.

It’s really important that you and your supervisor go through the induction process so that we make sure that everyone has the best experience possible. If you have any problems filling this in or completing it, please just let us know.

**Before your first volunteering shift**

As a volunteer you will have access to our ‘Volunteer’s Area’ <https://bit.ly/3HsdlL3> on the website, where you can find:

* Volunteer Code of Conduct
* Volunteering Policy
* Safeguarding Adults Policy and Procedures
* Health and Safety Policy
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* Volunteer Time Recording Sheet
* Induction Checklist
* Volunteering News and Events
* Staff contact details
* Copy of this letter

Please ensure you have read through these documents and downloaded as required before your first shift with our staff. This helps to ensure we keep you, our staff and our reserves safe for everyone.

**What to wear/bring**

We want to make sure you are prepared and comfortable for whatever role you undertake with us, so here’s a brief suggestion of what to wear for different roles:

*Office based*: we’re keeping our offices well ventilated so you may want to wrap up warm in some informal, warm and comfortable clothing. Bring a packed lunch and milk to make a brew.

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Description automatically generated*Retail based:* this is a customer facing role so please wear smart/casual clothing and some layers in case it gets cold. Comfortable footwear is essential as you will be on your feet for most of the shift. Bring a packed lunch and a flask of your favourite hot brew – sometimes our kitchen facilities may be limited or quite small so best to come prepared!

*Reserve based/engagement activities*: be prepared for all weathers! Sturdy walking boots or shoes, waterproof coat/trousers, warm layers, clothes you don’t mind getting muddy and in the winter hat, scarf and gloves. Spring/summer – sunscreen and lighter clothes that you still don’t mind getting muddy! A packed lunch, a flask of your favourite brew and plenty of water.

If you’re ever unsure of what to wear or bring please don’t hesitate to get in touch via the volunteer inbox or contact your supervisor – we are all very happy to help.

**Keeping in Touch**

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Description automatically generated with medium confidenceYour supervisor will give you information on your role, work tasks and answer any questions or problems you may have. Our website and the volunteering page has information on events, training and news. You will also receive our e-bulletin with all the latest info and updates happening at DWT – if you don’t get this please do let us know – we want to do our best to keep you informed.

You can contact our friendly team on 01773 881188 or at [volunteering@derbyshirewildlifetrust.co.uk](mailto:volunteering@derbyshirewildlifetrust.co.uk)

**Be inspired**

To find out more about our amazing volunteers, watch our YouTube video

<https://bit.ly/3B2G1Yu>

You are our ambassadors when you’re out and about, helping to give nature a voice and inspiring people to take action for nature, so if you want to upskill yourself on all things Derbyshire Wildlife Trust please head to our website to find out more:

DWT: <https://bit.ly/3sKWI7f>

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Volunteering: <https://bit.ly/369b5uj>

Nature Reserves: <https://bit.ly/3s5bN4B>

**Thanks again**

Get the paperwork out of the way and then it’s on to the best bit! Thanks for your patience and cooperation. We look forward to you joining us soon and appreciate you giving us your time.