



Role Description

Friends of Greenspaces

What do Friends groups do?

Friends of Greenspaces are groups of local people who work in partnership with their local authority and the Countryside Management Service (CMS) to improve the management of their local green space, such as a Local Nature Reserve or park. Groups can take on a range of activities supported by CMS, such as:

- Producing ideas on the management of the site.
- Holding agreed practical tasks, walks and events on their site for local people.
- Helping their local authority to develop, implement and monitor site management plans.
- Access external funding for agreed improvements on the site such as play area equipment, benches or a walking trail.

What is their purpose?

The aim of a Friends group is to:

- Encourage local pride and create a focus for community involvement.
- Provide the opportunity for local people to learn new skills through training workshops.
- Enable effective, co-ordinated management of greenspaces.
- Ensure greenspaces are enjoyable places to visit.
- Encourage local people to have a say in the management of their greenspace.

When?

Friends group meetings are flexible and vary depending on the needs of the group or site. Some get together as regularly as once a month, whilst others meet a few times a year. CMS staff meet the group and site owner at least once a year to discuss matters and the progress of management plans with the group. More regular meetings may be organised as required.

Induction process

CMS have produced a Friends of Greenspaces Pack to assist groups to induct new members independently. We advise that groups follow the induction process outlined in the pack to ensure each new volunteer receives a proper introduction to the group, is informed about the support available from CMS and the policies and procedures that must be adhered to.

Benefits and support for Friends groups

CMS provide support to Friends groups by:

- Providing the opportunity for groups to contribute to the management plan for the site.
- Providing the group with tools and training to get the work done.
- Supporting the Group as it develops.



- The CMS newsletter allows volunteers the opportunity to keep up to date with projects and to find out what else CMS have been working on recently.

Agreed travel to and from training days can be claimed if volunteers are using public transport or their own vehicle. To do this, volunteers must fill in an Expenses Claim form (available on the CMS website or from the offices) and return it to their appointed member of staff. Valid tickets for public transport or VAT fuel receipts must be attached to the form.

Insurance

Whilst working under direct guidance from CMS, all volunteers are covered by Hertfordshire County Council Insurance (outlined in the Volunteer Policy). For groups such as Friends Groups that work independently, insurance can be extended for agreed work. Guidance on this is outlined in the Friends Pack.