



Voluntary Role Descriptions

Health Walk Leader / Administrator

What are Health Walks?

One of the Countryside Management Service's (CMS) primary objectives is to get as many people out enjoying the countryside as possible. The countywide Hertfordshire Health Walks scheme is designed to do just that; promote walking and encourage more people to get active and reap the benefits, and all for free.

Health Walks are 'short brisk walks undertaken regularly with the purpose of benefiting health and wellbeing'. They differ from a 'normal' walk by having the routes and details planned in advance and they are led by trained volunteer walk leaders. Where possible a variety of regular walks are offered so that walkers know what to expect in advance and can choose the walk most suitable to their needs and convenience. The Hertfordshire Health Walks are accredited by the national health walking initiative, Walking for Health.

Voluntary roles that support the scheme range in time commitment from a couple of hours a week to a few days a month and our administrative roles are flexible so they can be tailored around your availability, skills and interests where possible. Volunteers are welcome to do one or a combination of the following roles.

Health Walk Leaders

Induction

Prospective Health Walk leaders can register their interest via email (healthwalks.cms@hertsc.gov.uk) or by telephoning the office to discuss the opportunities available. Leaders will need to attend a one-day training course prior to beginning their role (the training is free for volunteers leading our walks).

The Role

The role of the walk leader involves the following:

- Attending a Health Walk Leader and basic First Aid training day.
- Leading a variety of walks on a regular basis as frequently as you wish—be it a few hours a week or a number every month.
- Making walkers feel welcome and safe.
- Researching and planning routes, and being aware of possible alternative routes.
- Ensuring the necessary simple paperwork is kept up to date (essential for retaining funding). For example, ensuring the Ready to Walk form and register is completed and passed promptly to the scheme coordinator.
- Turning up rain or shine when you have agreed to lead, or finding another leader to stand in if you are unable to attend.
- Enjoying the walks and encouraging the walkers to do the same!

When you enrol as a leader you will receive:

- Health Walk Leader Training certified by the national Walking for Health Initiative (WfH) and basic First Aid training (by The British Red Cross).



- A Health Walk Leader pack, which includes: a high visibility waistcoat, First Aid kit, whistle, backpack, map and handbook.
- Insurance from WfH and Hertfordshire County Council (HCC).
- Support from your CMS coordinator and fellow volunteers if you have any questions or encounter any problems.

Administration volunteers

Induction

Administration volunteers provide fundamental support for the Health Walks programme. Prospective administration volunteers will be asked to attend an induction before starting. This will entail meeting with a member of staff to discuss what opportunities are available and suitable for the needs of both CMS and the volunteer. Volunteers will be asked to supply any relevant personal information such as related experience or any medical conditions which may impact upon the type of work offered. However, experience is not essential as training is provided on the job. Any additional volunteer support needs will be discussed and where practical, measures will be put in place to address these needs.

Introductory meetings will be held at the office. This gives the prospective volunteer a chance to learn more about CMS, meet members of staff and other volunteers, and have a brief tour of the base.

Administration roles

There are various ways in which you can use your skills and knowledge as an administrative volunteer for Health Walks:

Volunteer coordinator

This role involves helping to organise our walk leaders' rota for one or more regular walks and providing support to volunteers. Tasks that you have the opportunity to be involved with are:

- Help organise the rota of walks three times a year
- Help leaders find someone to replace them on a walk if they are unable to honour it
- Help ensure that new leaders are enrolled with all of the appropriate information and allocate a buddy leader
- Help ensure leaders have up-to-date information about training, news etc
- Help organise social events and meetings for volunteers

Promotion and marketing coordinator

This role involves trying to make more people aware of Health Walks and encouraging them to take part. Tasks that you have the opportunity to be involved with are:

- Help keep our and other websites up to date
- Gather testimonials, photos and stories relating to the walks
- Write press releases and promote the walks to local community groups
- Provide support with distribution of promotional material



Training and development coordinator

This role involves helping to organise training courses and keep our training programme maintained. Tasks that you have the opportunity to be involved with are:

- Organise regular training events and maintain the training schedule
- Ensure that training events are well publicised
- Encourage others to volunteer
- Liaise with caterers, venues and trainers

Programme and General Administration coordinator

This role involves helping to organise our walk programmes and acting as a general point of call for enquiries. Tasks that administration coordinators have the opportunity to be involved with are:

- Administration support - typing up documents and correspondence
- Act as a point of call for enquiries
- Ensure records of walkers, leaders and other contacts are up to date and managed through our database
- Organise and distribute the walk programme three times a year
- Maintain stock levels of leader's First Aid kits, backpacks and other resources, and help to provide handbooks, manuals and other such resources if and when necessary.

Benefits

Area groups arrange social events independently on an ad hoc basis. These range from barbecues to pub lunches and special guided walks.

Where appropriate, 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 (and a BACS form) received from and returned to their appointed member of staff. Valid tickets for public transport or a VAT fuel receipt **must** be attached to the form.

The CMS newsletter allows volunteers the opportunity to keep up to date with Health Walks news and to find out about projects CMS have been working on recently.

Insurance

All Health Walk volunteers are covered by HCC insurance as outlined in the Volunteer Policy. For the Walking for Health insurance it is a requirement that all walkers fill out a Health Form on their first walk. Leaders must complete, and return to the office, Walk Registers for each walk they lead.