



Community Ranger Application Form

PERSONAL INFORMATION

Full Name:

Date of Birth: / / Gender: Male ☐ Female ☐ Prefer not to say ☐

Email: Mobile:

Address:

AVAILABILITY

Preferred Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

☐ Saturday ☐ Sunday

Preferred Time: ☐ Morning ☐ Afternoon ☐ Evening

Frequency ☐ Weekly ☐ Monthly ☐ Occasionally

VOLUNTEERING ACTIVITIES

Which activity would you like to volunteer in? (please tick all those of interest)

☐ Gardening ☐ Painting ☐ Carpentry/Woodwork ☐ General Maintenance

☐ Cleaning ☐ Other

SKILLS & EXPERIENCE

Do you have your own transport (for example, access to a motor vehicle) Yes ☐ No ☐

Briefly describe any relevant skills or experience you have:

TASK PREFERENCE

☐ Indoor Maintenance and/or ☐ Outdoor Maintenance



EMERGENCY CONTACT

Name:

Relationship:

Mobile:

DECLARATION

Community Ranger Charter: By ticking the box below, you confirm that you are over the age of 18 years, have read the Community Ranger Charter, attached to this application form, and are familiar with its contents:

☐

This role requires a DBS check. If your volunteer application is successful, you will be required to complete a DBS application form, where you consent to the Disclosure and Barring Service processing your information. This will be included with your Community Ranger letter of acknowledgement.

Confirmation: I confirm the information provided on this application form is accurate

Signed

Date

Please note that this is a volunteer agreement only and does not constitute a contract of employment

Please return your completed application form to Destination First, Welcome Centre, Sea Terminal Building, Douglas, Isle of Man IM1 2RF or alternatively email: visit@gov.im

GDPR consent

The Department for Enterprise will retain your basic contact data whilst you are registered as a volunteer in a secure database.

☐

Do you consent to the above

The Department will establish a Whatsapp group for volunteers – this will be solely designed to assist in communication. It may be used to send out job requests and provide updates of work completed or underway

☐

Do you consent to the above

Department for Enterprise data protection policy

“Your personal information will be processed in accordance with the Data Protection (Application of GDPR) Order 2018, under the Data Protection Act 2018 and for the explicit purpose of volunteering as a Community Ranger, under Article 6, 1 (b) Lawfulness of Processing. Your personal information will be held in accordance with our document retention policy which for these activities is six years plus the current year. Your rights under Article 17 (Right to Erasure) & 18 (Right to Restrict Processing) of the Order may be restricted due to your contractual obligations.”



Community Ranger Volunteer Charter

Community Ranger Volunteers will make a valuable contribution to improving and maintaining the natural beauty of the Island for residents and visitors. The purpose of this charter is to set out clearly what you can expect from us and what we hope you will do while volunteering your time as a Community Ranger.

What we will do:

While you are volunteering as a Community Ranger, you can expect us to:

- send you contact details of the Lead Ranger for your area so you can ask questions or raise any problems you might have in relation to volunteering;
- plan tasks/jobs in advance and ensure that the volunteers allocated to a job have the right mix of skills and experience;
- provide you with a briefing before the task/job starts and give you all the information, training and support you need to carry out the tasks/jobs;
- send you details of the future tasks/jobs so that you can choose which jobs you would like to support by volunteering. It is important to note that you have no obligation to do any tasks/jobs;
- reimburse approved expenses related to volunteering, provided expenses are supported by invoices;
- provide public liability insurance in relation to your volunteering activities, through the Department for Enterprise. We recommend that anyone using their car for volunteering activity should notify their insurer;
- to treat as confidential any information you provide in accordance with the Department for Enterprise's data protection policy;
- provide a safe working environment for volunteers in accordance with the Isle of Man Government's health and safety policies. Health and safety guidance can be found on the Office of Human Resources website at: hr.gov.im/health-and-safety/health-and-safety-guidance/
- treat volunteers fairly in accordance with Isle of Man Government's policies on equal opportunities, diversity and safeguarding. Further information can be found on the Isle of Man Government's website at: www.gov.im/categories/home-and-neighbourhood/volunteer/

What we ask you to do:

- to look out for emails, WhatsApp messages and text messages sent to you that set out details of the next task/job;
- to arrive on time at the agreed meeting place for each task/job for which you have agreed to volunteer;
- to advise the Lead Ranger if you are unable to attend a task/job for which you have agreed to volunteer, as soon as possible;
- to be friendly and respectful towards all volunteers and work together to help each other deliver the task/job;
- to wear safety clothing and other protective equipment and to carry out a task/job in the way requested so that you and others in your team are safe;
- to attend any training and meetings that are necessary for you to support and develop your volunteering role;
- to keep in touch with your named contact and let her or him know of any problems you may have in your voluntary role;
- to ensure all tools and equipment are returned and are cleaned at the end of each job/task;
- to make your own arrangements for transport to and from the meeting point and to return all equipment.