

DVCE Volunteer Roles & Owners:

What	Details
<p>Site & Security</p>	<p>Who 'owns' the site; gets called out when there is a security issue; first port of call for new 'external forces'; responding to intrusion/cctv alarms.</p> <p>Physically monitoring site security on at least a daily basis – Site Volunteer</p>
<p>Kit Maintenance and Operation</p>	<p>Daily Jobs and checks in the Power House: Kit & Operation Risk Assessments Checking Equipment e.g. bearing/gearbox oil levels and topping up/changing, checking for leaks etc Noise monitoring –during first months of operation Clearing and cleaning Inlet channel, sluice gate etc Checking basic operation e.g. emergency stop operation, sensor functionality Monitoring and recording information e.g. flow rates, power generated, voltage levels, screw speed, VSD functionality, weather conditions and forecasts All above – Power House Volunteer</p> <p>Re-programme of plc as required – Software Volunteer</p> <p>Frequency—Daily, weekly/as required??</p>
<p>Site & Woodland Management</p>	<p>Daily jobs on the site: Site & Visitor Risk Assessments Routine checking and maintenance of Boardwalk Litter picking etc Routine checking of physical structures Control of the Himalayan Balsam Local pruning/trimming of trees—keeping them under control/neat and tidy keeping the site looking tidy!! All above – Site Volunteer</p> <p>Planting and maintenance of the agreed woodland management programme Preservation and regeneration of identified flora and fauna All above – Nature Volunteers</p>

<p>Education</p>	<p>Identification and preparation of modules Preparation and collation of course materials Design/Preparation/printing/"power pointing" of handouts Identification of hardware/software models e.g. moth trap!! Design and manufacture of hardware/software Preparation of Classroom materials etc</p> <p>Delivery of the Education On site, in the classroom, Society evenings/sessions e.g. U3A Webmaster of the Education Programme—maintenance of on-line content, scheduling of school visits etc All above – Education Volunteers</p>
<p>Tour Guiding</p>	<p>A group wants to come to site, arrange thro Peter into diary deliver - Education Volunteers</p>
<p>Marketing</p>	<p>Webmaster of the Education Programme—maintenance of on-line content – Mktg Volunteer</p>
<p>Finance</p>	<p>Invoices, accounts, paying bills, Share Ownership/Certificate Management – Admin Volunteer</p>
<p>Admin & GRIPP</p>	<p>Diary management and answer info@ - Admin Volunteer</p>