



Land of Oak & Iron Trust

Celebrating Heritage, Culture & Landscape

Registered Charity No. 1188152

Welcome

INTRODUCTION

Thank you for your interest in becoming a volunteer with the Land of Oak & Iron Trust. It is important that we share some information with you about the Trust and how we operate.

BACKGROUND

The Land of Oak & Iron is centred on the River Derwent, which passes through Northumberland, Durham and Gateshead before joining the River Tyne. The area covers much of the river catchment and also includes part of the Tyne valley near Prudhoe.

In 2016 Groundwork NE and Cumbria successfully bid for Heritage Lottery funding to form the Land of Oak & Iron Landscape Partnership. During the following four years the Partnership succeeded in breathing new life into the history and heritage of the region for future generations to enjoy.

Our environment has been improved through planting a new woodland and creating a wetland. Fish can swim further up the River Derwent thanks to a new fish pass. Woodland owners have been helped to access funding to better manage our ecologically rich ancient, and more recently planted, woodlands.

Communities have benefitted by having improved footpaths, so people can better explore the area on foot or by bike. The story of our internationally significant heritage is being told through three Heritage Centres, beautiful interpretation around the area, and specially commissioned music and drama performances. 320 young people have gained a recognised qualification by learning traditional skills.

The Land of Oak & Iron Trust was set up to continue some of the work started by activity groups formed during the Partnership, including Mapping and Young Persons. Other organisations involved in the Landscape Partnership continue their work more independently.

ACTIVITIES

Currently we have three main groups: Publications, Mapping, and Young Persons. You can read more about each group below, however, we are continually moving forward creating opportunities for volunteers.

ACTIVITY GROUPS

Publications

This group is interested in identifying published works about the history, legends and culture of the Land of Oak & Iron, many of which are out-of-print and difficult to find. Whenever possible we re-publish those books to bring them back to life. We would particularly like to hear from anyone with skills in proof-reading and / or publishing software.

Young Persons

This group seeks to engage young people, within the age group of 5 to 24 years, in the heritage and culture of the Land of Oak & Iron. Projects have included heritage orienteering, traditional local crafts, dance, music performance, filming and recording. Working with schools and youth groups, we aim to encourage our young people to learn about, understand and be proud of their heritage. It is hoped that they will then pass on that pride for the area to others and to their children's children.

Mapping

The Mapping Group researches and maps the history and landscape of the Land of Oak & Iron. The wealth of information gathered is used to create maps and literature to help residents and visitors explore and appreciate the landscape and history of the Land of Oak & Iron. If like many people you find maps, particularly old maps, fascinating then why not join one of our regular meetings to delve into what lies hidden amongst all those lines and symbols.

More details about volunteering opportunities in these, and other groups may be found at:

<https://loit.org.uk/volunteering/>

CONSTITUTION

The Land of Oak & Iron Trust is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO). A copy of its Constitution may be viewed on our website. <https://loit.org.uk/volunteering/>

POLICIES AND PROCEDURES

A summary of the key policies affecting volunteers is shown on the other side of this leaflet. Please take time to read this information.

If you have any questions we will be pleased to answer them.

POLICIES AND PROCEDURES

As a charity we must follow certain rules and have systems in place for the way in which we operate. These are described fully in our Policies and Procedures. The most recent versions may be viewed on our website <https://loit.org.uk/volunteering/>

The key Policies are summarised below:-

Financial Management and Expenses

(P001 / P002)

These policies explain how the Trust will manage funds and expenses. Trustees, like you, are volunteers and do not receive remuneration. Payment of expenses is limited to reimbursement of expenses incurred in carrying out necessary activities, including volunteering, on behalf of the Trust.

Safeguarding

(P003)

Depending on the volunteer role you have expressed an interest in, we may be required to carry out checks into your background. Your consent to such checks will be obtained before we do this. Should you at any time have concerns about safeguarding issues, including abuse or bullying, please inform one of the Trustees immediately to allow prompt investigation.

Health and Safety

(P004 / P005)

The Trust recognises its responsibilities to ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of volunteers and any other person affected by its activities. Volunteers are required to support the Trust in ensuring their actions comply with procedures and instructions provided to them.

Please contact a Trustee immediately with any health & safety concerns you may have.

Data Protection - GDPR

(P006)

The Trust undertakes to protect your personal information. To allow us to communicate with you, we will ask for your permission to store some information when you become a volunteer. You may revoke this permission at any time.

Code of Behaviour

(P007)

This policy defines the standard of behaviour expected of you when representing, or working as a volunteer for, the Trust. Any deviations from this Code will be drawn to your attention and may give rise to further action being taken.

Conflict of Interest

(P008)

Charity Trustees are required to declare the nature and extent of any interest in proposed transactions or arrangements with, or entered into, by the Trust. Trustees are also required to absent themselves from any discussions of the charity trustees in which it is possible that a conflict of interest (financial or otherwise) will arise between their duty to act solely in the interests of the Trust and any personal interest.

Supervision

(P009)

This policy provides a framework for the supervision of volunteers working with, or for, the Trust. It sets out how volunteers can expect to be supervised and provides the leaders of activities and events with the key elements needed to carry out their roles effectively.

Equal Opportunities

(P010)

The Land of Oak & Iron Trust is committed to taking steps to ensure that all people are treated with dignity and respect, without discrimination on grounds of race, gender, marital status, caring responsibilities, disability, age, social class, sexual orientation or religion / belief.

Valuing diversity; opportunity for involvement is promoted in a manner that is accessible, appropriate and delivered fairly to all in the community.

Recruitment

(P011)

The Land of Oak & Iron Trust is committed to safeguarding children, young people, vulnerable adults and the elderly. Depending on the volunteer role that you have expressed an interest in we may, as part of our recruitment process, carry out checks into your background. This may include DBS - Disclosure and Barring Service - checks.

Should you have any questions about the policies and procedures of the Land of Oak & Iron Trust please contact us or talk to one of the Trustees.

You may contact the Land of Oak & Iron Trust using the contact form on our website, www.loit.org.uk or you may e-mail us direct at: volunteer@loit.org.uk

Trustees:

Barry Tupper - Chair
Geoff Marshall - Treasurer
Robert Hill - Trustee
Marion Schooler - Trustee