



Appendix 10  
 Fixing and Linking Our Wetlands (FLOW)  
 Manhood Wildlife and Heritage Group  
 Project HG-14-06996



## Appendix 10: Training Plan for the FLOW Project

As part of the Development phase of the FLOW project, much thought was given to the training requirements of the volunteers and the staff members, what form this would be best be delivered and if outside agencies and consultants should be involved.

### Volunteer Training

The structure of the Delivery Phase of the project is such that each Parish will be tackled one at a time and volunteers recruited locally, trained up and helped to collected data in their area. Volunteers will also be sought for data entry, GIS, and the physical management phase of the project. There may also been an opportunity for volunteers to take a role around evaluation by collating the questionnaires, feedback forms and gathering statistics for use by the Project Manager and the Management Team.

The following plan details the planned roll out of training in each Parish.

Phase	Training	Format
Preparation	H&S training	MWHG Workshop and practical session
	First Aid training	External trainer and practical session
	Facebook and Social media	MWHG Workshop and practical session
Evaluation	Project Evaluation role	External trainer or a practical session
Data collection	Ditch condition assessment surveying	MWHG Workshop and practical session
	Hedgerow surveying	MWHG Workshop and practical session
	Phase 1 habitat surveying	MWHG Workshop and practical session
	Identification of aquatic and wetland flora	MWHG Workshop and practical session
	Water vole surveying	MWHG Workshop and practical session
	Aquatic invertebrate identification	MWHG Pond dipping workshops
	Data collation	Data entry
	Using QGIS for data analysis and illustration	MWHG Working one to one with volunteers
Physical management	Managing and maintaining ditches and ponds	MWHG Workshop and practical session
	Hedge laying	Practical session delivered by Hedge laying expert.
	Effective mink monitoring and trapping	Workshop and practical session delivered by the Game and Wildlife Conservation Trust



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**Project staff training and professional development**

**Training already taken place**

The training of staff will take place during the course of the project when opportunities arise and issues present themselves. Some training needs have already been identified and addressed in the Development Phase:

Date	Training Area	Audience	Delivered by
March and April 2016	QGIS	Beginners and staff with some QGIS experience	Ecological Consultant, Ed Rowsell
March 2016	How to write a Budget and Full Cost Recovery	Staff writing budgets for grant applications	Voluntary Action for Arun and Chichester
May 2016	Countryside Stewardship	For landowners but appropriate for the Project Staff	Natural England

**Future training**

Possible future areas for staff professional development and training (biological and land management):

Training Area	Summary	Delivered by
Wildlife and habitat legislation	Ensuring up to date with any changes in legislation	Chartered Institute of Ecological and Environmental Managers (CIEEM)
Water vole updated legislation	Ensuring up to date with any changes in legislation	CIEEM
QGIS for Ecologists and Conservation practitioners	More advanced courses to take mapping and modelling further	CIEEM
Camera trapping	Getting confident using this as a fieldwork tool – very useful to engage volunteers	Mammal Society
Countryside Stewardship schemes	Keeping up to date with information and advice	Natural England
Great Crested Newt ecology and survey techniques	Ensure that this amphibian is not overlooked and its ecology understood.	CIEEM
Great Crested Newt Assessment and Mitigation	How this amphibian's habitat can be managed without damage or breaking the law.	CIEEM
Ecological Report Writing	Improving report writing so that it is factual, clear and accessible for wide audiences	CIEEM
Introduction to Phase 1 Habitat Survey	All the information needed to plan and conduct a Phase 1 Habitat Survey focussing on methodology.	CIEEM
Trees and Bat roosts	Current legislation and Bat ecology looking at potential tree roosts – how to avoid conflict where tree work is required.	CIEEM



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Training Area	Summary	Delivered by
Barn Owl: ecology, survey and mitigation.	Identifying Barn owl habitat, active roosts, rest sites, also covering survey methodology, and data analysis.	CIEEM
Facebook and Social Media	Improving awareness of how these mediums can be used to recruit and communicate with volunteers, as well as for marketing and publicity.	In-House

Possible future area for FLOW Communications and Engagement Officer development and training:

Training Area	Delivered by
Managing volunteers	Voluntary Action Arun and Chichester (VAAC)
Emergency First Aid	VAAC
Data Protection	VAAC
Rewarding volunteers	VAAC
Do-It-Yourself – promoting volunteering	VAAC
Safeguarding adults and children	VAAC
Measuring volunteer impact	VAAC
Facebook and Social Media	In-House

**FLOW Management Board training and professional development**

Possible future areas for FLOW Management Board development and training:

Training Area	Delivered by
Working and Bidding in Partnership	VAAC
Community Fundraising	VAAC
Motivating Volunteers and Staff	VAAC
How to Read and interpret a set of accounts	VAAC
Facebook and Social Media	In-House