

# **VOLUNTEER APPLICATION PACK**

Thank you for your interest  
in volunteering with  
Muirfield Riding Therapy





This application pack contains:

- A flavour of volunteer roles
- Potential benefits to volunteers and Muirfield Riding Therapy
- MRT's expectations of volunteers
- What you can expect from MRT
- Find out about the application process
- MRT policies relating to recruitment.

We hope this pack gives you a better understanding of the work of Muirfield Riding Therapy and how we involve volunteers.

Please contact us to find out more!

Please return the completed application form and self-declaration to the office at the Arena.

You will also be asked to complete a PVG application.

### OUR MISSION STATEMENT

"Muirfield Riding Therapy is committed to providing a safe, stimulating environment where people, whatever their ability, have the opportunity to fulfil their potential through working with horses.

In a happy relaxed atmosphere people with disability and their families are supported by the charity and volunteers are trained in a valuable role in therapy sessions."

### What we believe: Our Values

We believe "it's what you can do that counts" and "that together we can make a difference" This belief underpins all that we do with everyone we work with.

### Find a volunteer role with MRT that's right for you

MRT has a variety of roles to suit everyone – speak to a session Coach, the Service Coordinator or MRT's Chair about any of the following:

- **Give support to our riders in the session** to enable them to make the most of the therapy our sessions provide and support riders to encourage and build confidence.
- **Help look after our ponies** by feeding, grooming, poo-picking fields and generally taking care of the ponies needed in each session.
- **Support the wider organisation by helping in the office**, give admin support, contribute ideas to training, review policies, IT delivery, website or social media support.
- **Help us to maintain this as a free service through Fundraising.**

For more information about MRT, have a look at our website.

[www.muirfieldridingtherapy.org.uk](http://www.muirfieldridingtherapy.org.uk)

## Why volunteer with MRT?

We appreciate that most people want to volunteer because they want to make a difference. We feel that volunteering is a two-way experience and that there should be benefits in return for your time. Below are some benefits of volunteering for us:

- Make a real difference in your local community
- Help provide therapy to children and adults with disability and make a real difference
- Meet new people
- Training opportunities with attendance and progression certificates
- Add value to your curriculum vitae (many volunteers have gained or changed employment by volunteering with MRT)
- We can provide a reference to a future employer if that would be helpful
- Volunteer flexibly around your other commitments
- Feel valued as part of the MRT team

## We expect our volunteers to:

- **Give a commitment to volunteering**  
Muirfield Riding Therapy relies on its team of volunteers to enable us to deliver riding therapy to its riders. We can't run sessions without our volunteers! We expect that you will be reliable and give commitment to volunteering and attending sessions as agreed.
- **Attend training**  
MRT provides induction training for all volunteers as an introduction to MRT and our work. We also provide on-going training to support our volunteer's involvement and enhance their own skills and knowledge.
- **Follow the processes**  
We have clear processes and practices at MRT. These are designed to ensure everyone is safe, our ponies are happy and our riders achieve the best outcomes for them. It is important that you follow and adhere to our policies and practices so we can continue to develop our leading edge services.

As part of your Induction Programme you will be provided with a Volunteer Handbook which includes more details.

## Applying to be a volunteer

After you have completed and returned your application form and self-disclosure form to the Personnel Manager or your Session Coach or Mentor, you can begin working with us but will not be able to work with our riders until these are approved. As soon as we have your references in place and your self disclosure form has been reviewed you can start your Induction and Green Card training, if appropriate.

## Reference and Disclosure Process

The application form asks you for the names of two people who will provide you with a character reference. These should be people who:

- are not members of your family
- are over the age of 18
- have known you for at least one year.

If applicable, an MRT Volunteer may stand as one of your referees. Please ask for the referees' permission before forwarding their contact details. Remember to let the referees know that they will be contacted in case they are going on holiday.

You will also be asked to complete the Disclosure Scotland PVG Application form, if appropriate to the role. Your Coach or Safeguarding Officer is there to help as required. Part of the requirements of the PVG process is that you provide MRT with three forms of identification and your National Insurance number. It is mandatory that you provide one item of photographic evidence and two items of address-related evidence.

There are preferred ID documents that we ask you to provide, such as:

- passport
- driving licence (with photograph)
- employee ID card (with photograph) or similar
- bank or credit card statement (within last 3 months).

If you are not able to provide all of the above, the following may be accepted, however, one form of photo ID is mandatory:

- driving licence (without photograph)
- utility bill (within last 3 months)
- other documents which detail your current address.

If you are already a member of the PVG Scheme through another organisation, you will be asked to complete an Existing Member PVG form.

If you have any difficulty in providing any of the above ID, please contact our Safeguarding Officer to discuss alternatives. The more ID you can provide the quicker Volunteer Scotland can turn your application around.

If you require any further details regarding our policies, procedures or how we handle your information, please do not hesitate to contact the MRT Chair.

## Summary of the recruitment process

You receive the volunteer application pack and decide to proceed.

You return your completed application form/self-declaration form to MRT. The self-declaration form is required for all volunteering positions which have contact with riders (All are confidential).

Your Safeguarding Officer will give you a PVG application form. You should complete and return these with your proof of ID (All are confidential).

The Personnel Coordinator will request references and the Safeguarding Office will send the PVG application to Volunteer Scotland for processing.

The Safeguarding Officer will inform your Coach when your PVG has been received (you will receive a PVG certificate a week earlier than MRT does).

Regrettably, Volunteers are unable to work on the arena floor alongside the riders until such time as a fully completed application form has been received.





[www.muirfieldridingtherapy.org.uk](http://www.muirfieldridingtherapy.org.uk)  
Registered charity: SC 028674