

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!

OUR MISSION STATEMENT

"Muirfield Riding Therapy is a volunteer-led centre which provides pioneering, life-changing, equine therapy.

Our services are free. We make it a fun experience for all involved and provide an opportunity to make new memories."

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

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

Your first step is to complete and return your application and self-disclosure forms to the Personnel Coordinator. Once we have received your forms and heard back from your references you will be invited to attend the next scheduled 2-part volunteer induction course.

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.

It is a requirement that all volunteers who have contact with our participants will need to be a member of the PVG scheme. Part of the requirements of the PVG process is that you provide MRT with three forms of identification. 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)
- Young Scot card

If you are already a member of the PVG Scheme through another organisation, please let us know by ticking the relevant PVG membership box on your self declaration form.

If you have any difficulty in providing any of the above ID, please contact the Personnel Coordinator 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 the Personnel Coordinator at MRT. All are confidential.

The Personnel Coordinator will request your references. Once received you will be invited to attend the next scheduled two-part volunteer induction course.

Upon completion of Part One of your volunteer induction, you will be sent links to access the volunteer section of the MRT website and invited to Part Two of the volunteer induction.

At Part Two of the volunteer induction (at the arena) you will be asked to bring your PVG ID to be copied. This will be submitted electronically by MRT to Disclosure Scotland. The Personnel Coordinator will advise you on the next steps and time frame for the completion of your PVG.

You can now start volunteering!.

Volunteers are unable to join their allocated session, until they have completed their volunteer induction.





www.muirfieldridingtherapy.org.uk
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