



The Royal Highland Education Trust
Patron HRH The Princess Royal

Volunteering Welcome Pack

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Your Local Project Coordinator:

Name _____

Web _____

Phone _____

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Welcome and thank you for offering your time to educate people about food production, farming and the working countryside in Scotland.

This information pack provides more information about who we are and what we do. If you have any questions regarding any of the content, please do not hesitate to contact your local Project Coordinator or the RHET Central Team in Ingliston, Edinburgh.

Offering farm visits or helping out with an event helps to inspire many young people and is very rewarding. The Royal Highland Education Trust (RHET) is the umbrella organisation to your local Countryside Initiative (CI) and aims to provide guidance on the key issues we need to consider when working with a wide range of people.

When you meet up with your Project Coordinator they will talk you through the two forms you will need to fill out. The remainder of the pack is for your reference.



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Engagement

A full copy of our volunteer policy is available online via rhet.org.uk/volunteer-policy and on request.

Volunteers and farmers like you are the lifeblood of our organisation and we are committed to supporting you. Farmers help us provide venues and deliver work we could not otherwise achieve and are vital in helping to educate young people about farming and the countryside and the potential of land-based employment. We seek to involve people like yourself with the following tasks:

- Hosting farm visits
- Speaking to groups of children
- Assisting at the Royal Highland Show
- Assisting your local Countryside Initiative at events

Our vision is to reach 1 in 4 young people by 2020 and you will be vital in helping us achieve this. We are always looking to increase our volunteer numbers and increase the diversity of the people we work with.

Thank you for coming forward.

We look forward to working with you.

Katrina Barclay

RHET Manager

The Royal Highland Education Trust
Royal Highland Centre
Ingliston, Edinburgh
EH28 8NB

www.rhet.org.uk

Health & Safety

All our activities have a risk assessment.

Everyone will be briefed prior to events and any risks will be highlighted. Copies of risk assessments are available for all events.

Farm Hosts

Before any farm visit can take place the Project Coordinator in your area will visit your farm to carry out a risk assessment prior to booking schools to visit your farm.

If you have any questions during this process, please do ask us.

Please note, once a risk assessment is in place it must be adhered to and changes that occur must be discussed prior to the visit with your Project Coordinator.

The full Health and Safety policy is available upon request.

What is involved?



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Your questions answered:

Farm Visit Host

The importance of farm hosts

The Royal Highland Education Trust (RHET) is an educational charity with the aim of increasing young people's understanding of farming, food production and the working countryside.

Farm Visit hosts are a key part of this as they provide the opportunity for groups to experience first-hand how food is produced and how land is managed.

You can provide valuable information about how your farm works to help educate children.

Who is there to support you?

The Project Co-ordinator and RHET Countryside Initiative Developer will support you. Your Project Co-ordinator will also attend visits to help you along the way.

There are ongoing free workshops available if you want to enhance your farm visits.

How much time do I need to commit?

This is entirely up to you but preferably one visit per year. There is no upper limit to visits and it will depend on the interest from schools in your area. Your Project Co-ordinator will discuss this with you.

How does it all work?

Schools apply to have a farm visit and, after liaising with the Project Co-ordinator to make sure the requirements of the booked group can be met, dates (for the visit and the pre visit) are set for a group to visit your farm.

Each farm visit requires a risk assessment and we will work with you to undertake a risk assessment for your farm, after which you can host agreed visits booked through RHET. We ask that you help us evaluate visits. As a farm host you are not responsible for training, supervising or being in sole charge of the children on the visit. This responsibility lies with the teacher in charge.

Getting involved

To get involved, please complete the Volunteer Application Form, email us at rhetinfo@rhass.org.uk, call 0131 335 6290 or speak to your local Project Coordinator.

Classroom Speaker

The importance of classroom speakers

The Royal Highland Education Trust (RHET) is an educational charity with the aim of increasing young people's understanding of farming, food production and the working countryside.

Classroom speakers are a key part of this as they provide the opportunity for groups to hear about farming, food production and the working countryside.

Who is there to support you?

The Project Co-ordinator and RHET Countryside Initiative Developer will support you.

We offer speaker training plus a programme of training based around helping you become more confident at addressing groups of young people.

How much time do I need to commit?

This is entirely up to you but preferably one talk per year. There is no upper limit and it will depend on the interest from schools in your area.

How does it all work?	Schools apply to the Project Co-ordinator for a classroom speaker and after liaising to make sure the requirements of the booked group are met, a date would be set and confirmed with you and the school. We work with you to agree what you would like to talk about to groups and what age groups would suit you best. Classes particularly want to hear about your farm and your way of life. The Project Co-ordinator will ask if you can help with any requests that have come in for a talk and will provide a prop box. We ask that you help us evaluate visits. During a talk about farming in the classroom, you are not responsible for being in sole charge of the children - this responsibility lies with the teacher.
Getting involved	To get involved, please complete the Volunteer Application Form, email us at rhetinfo@rhass.org.uk , call 0131 335 6290 or speak to your local Project Coordinator.

Royal Highland Show Volunteer

The importance of Show help	The Royal Highland Education Trust (RHET) is an educational charity with the aim of increasing young people's understanding of farming, food production and the working countryside. The Royal Highland Show is our busiest time and we need help to educate and inform the children coming to the Show in school groups.
Who is there to support you?	All the RHET staff help at the Show, as do the Project Coordinators from all the areas.
How much time do I need to commit?	During the 4 days in June, various activities in the children's Discovery Centre require assistance from volunteers. On the Thursday and Friday, tour guides are required to take classes (with teachers and helpers) on a short tour of the showground. Volunteering slots last 2.5 hours.
How does it all work	To let us know you are interested, fill in the Show form and we will then allocate you a task. These vary hugely : <ul style="list-style-type: none"> - on a stand assisting/carrying out an activity - helping with tidying after food prep - interacting with the public In return for your time we provide a show entrance ticket.
Getting involved	To get involved please complete the online sign-up form via rhet.org.uk/show-sign-up , e-mail us at rhetinfo@rhass.org.uk or call 0131 335 6290

Event Volunteer

The importance of event volunteers	The Royal Highland Education Trust (RHET) is an educational charity with the aim of increasing young people's understanding of farming, food production and the working countryside. We operate across Scotland and run a number of events aimed at engaging people with with farming, food production and the countryside and you can help us do this.
Who is there to support you?	You will have ongoing support from your Project Coordinator at every event with which you help. We also provide an ongoing training programme which event volunteers can access.
How much time do I need to commit?	Events are ongoing throughout the year so any time you can give on an ad hoc basis is helpful.
How does it all work?	Just let us know you are interested and we will do the rest. The role is very varied depending on the event.
Getting involved	To get involved, please complete the Volunteer Application Form, email us at rhetinfo@rhass.org.uk , call 0131 335 6290 or speak to your local Project Coordinator.

Committee Member

The importance of committee members

The Royal Highland Education Trust (RHET) is an educational charity with the aim of increasing young people's understanding of farming, food production and the working countryside. RHET has 12 Countryside Initiatives across Scotland and each is a fully registered company and Scottish charity. Each initiative has a Coordinator, a Board of Trustees and a committee which oversee the running of the initiative. The principal role of a committee member is to support the work of the Countryside Initiative.

Who is there to support you?

You will have ongoing support from your Chair, Project Co-ordinator and the rest of the committee.

How much time do I need to commit?

Committee meetings take place throughout the year (usually for a couple of hours in the evenings) with around 6 meetings per annum. The role also involves assisting with education events such as stewarding at Food and Farming days and possibly helping with fundraisers for the Initiative.

How does it all work?

Members attend and contribute to committee meetings on a regular basis and participate regularly in the ongoing activities of the Initiative. You input ideas and promote RHET and the work it does at the local level.

Getting involved

To get involved, please complete the Volunteer Application Form, email us at rhetinfo@rhass.org.uk, call 0131 335 6290 or speak to your local Project Coordinator.

Countryside Initiative Board Chair

The importance of committee chairs

The Royal Highland Education Trust (RHET) is an educational charity with the aim of increasing young people's understanding of farming, food production and the working countryside. RHET has 12 Countryside Initiatives throughout Scotland and each Countryside Initiative (CI) is a registered company and Scottish charity with a Board of Trustees and Committee and a Project Coordinator. The Board of Trustees of each of the CIs has overall responsibility for the running of the CI, for ensuring it is compliant with current legislation and for formulating the CI's Strategic Plan. The Board can appoint a Committee to help with the day to day running of the CI.

Who is there to support you?

You will have ongoing support through your Board and from the RHET Board of Trustees as well as RHET's Central Resource at Ingliston.

How much time do I need to commit?

The minimum requirement is approx. 6 meetings per year plus helping out at some larger events, networking and meeting with your Project Co-ordinator on a regular basis. Local chairs are also recommended to attend at least 2 of the 3 Forum meetings held at Ingliston each year (The RHET Forum is a chance for all CIs (Project Co-ordinator and Chair) to hear what is happening on a National basis and is an invaluable chance to network with other Chairs). The RHET Council meets after the Forum to discuss and advise the strategic direction of RHET.

How does it all work

Chairs need to understand how RHET works and are likely to have been involved with the committee prior to becoming chair.

What type of person is RHET looking for to be a Board Chair?

RHET is looking for leaders to guide the Boards and Committees to enable them to fulfil RHET's purpose. Skills including open-mindedness, leadership, the ability to represent CIs at a variety of events and situations, support with fund-raising and punctuality are needed.

Getting involved

To get involved, please complete the Volunteer Application Form, email us at rhetinfo@rhass.org.uk, call 0131 335 6290 or speak to your local Project Coordinator.

Contact List



The Royal Highland Education Trust
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Project Coordinators



ANGUS
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07919 992 064



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07902 906294



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clyde@rhet.org.uk
07523 489697



Alison Harper (Assistant)
(contactable through Kris)



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07749 484 771



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Lesley Mason
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01899 880 200
0759 343 8479



Marianne Hodge (Assistant)
01890 870 220
07768 713 384
marianneh@rhet.org.uk



ABERDEEN, ABERDEEN CITY & MORAY (RNCI)
Alison Johnston
info@rnci.co.uk
07716 424 147

Contact List



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Central Team



**Katrina Barclay,
RHET Executive Officer**

Katrina started her time with RHET as Lothian project coordinator back in 2011.

The role involves providing support and direction to all members of the RHET network on legislation compliance, procedures, policy framework and strategic progress and developments. Networking, fundraising, raising the profile of RHET at regional, national and international opportunities is key to the promotion of the work of the volunteers.

Katrina is part of the senior management team of RHASS and is involved in a variety of projects including health & safety, PR, media and staffing responsibilities for RHET and RHASS.

katrinab@rhass.org.uk

0131 335 6201 / 07769 329 176



**Sara Smith, Learning and
Development Coordinator**

Developing and moving RHET forward through providing training to co-ordinators, volunteers and teachers; looking at volunteering opportunities and experiences;

developing partnerships to promote and extend the reach of RHET.

saras@rhass.org.uk

0131 335 6290 / 07502 264 211



**Denise Tyers,
Network Support Coordinator**

Denise joined RHET in 2009 as part-time administrator.

Denise, alongside Clare, works with all 12 Project Coordinators and their Countryside Initiative Committees to offer support and advice in order to assist and facilitate their work with RHET, attending committee meetings and events across Scotland. She particularly works with ACI, DLR, FCI, FVCI, PKCI & SBCI and has a focus on PVG's.

deniset@rhass.org.uk

0131 335 6231 / 07502 264 031

Monday-Wednesday (9.15-2.15)

Thursday-Friday



**Cheryl Morrison,
RHET Administration and
Office Coordinator**

Cheryl joined RHET in March 2017. Cheryl works along with Linda to carry out the day-to-day administration for the Ingliston team, as well as providing support and direction for customers and members of the RHET network, recording and reporting activity against goals and targets and assisting, as well as supporting, the RHET Executive Officer with administrative duties, record keeping and financial and policy reporting.

rhinfo@rhass.org.uk / cmorrison@rhass.org.uk

0131 335 6230

Tuesday (9am-2.30pm) & Wednesday-Friday

Contact List



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Central Team



**Linda Hardie,
RHET Part-Time Administrator**
Linda joined RHET in early 2013. She is purely office-based and is the first point of contact for RHET head office.

Linda, along with Cheryl, is responsible for the day-to-day administration for the Ingliston team, as well as providing support and direction for customers and members of the RHET network, recording and reporting activity against goals and targets and assisting, as well as supporting, the RHET Executive Officer with administrative duties, record keeping and financial and policy reporting.

rhetinfo@rhass.org.uk / lindah@rhass.org.uk
0131 335 6227
Monday & Tuesday



**Fraser Dunn,
Communications Officer**
Fraser has been in post since October 2015. He previously worked in a similar role for a design company in New Zealand before relocating to Scotland.

Fraser is responsible for coordinating internal communications within RHET as well as interfacing with the press, taking photographs and videos at events and helping to create some of our free resources.

fraserd@rhass.org.uk

PVG Scheme

As a volunteer with RHET, you are delivering a regulated role and we will ask you to complete a PVG (Protecting Vulnerable Groups) form.

There are a number of steps to undertake and further information (and assistance, if required) will follow in due course.

Please ensure you tick the relevant box on your volunteer form so we can issue you the correct paperwork.

What happens to PVG Scheme applications?

