



Volunteer Reference Request Form 2023

This is a request for a reference for

who has applied for a volunteer role with Horizons.

We would be grateful if you could take the time to complete the form below, and return it to simon@horizonsplymouth.org.

If you are not willing to supply a reference, please call us on 01752 605800 in strict confidence so that we can note this and ask the applicant to provide an alternative referee.

Your Name:	Job Title:	
How do you know the applicant?		
How long have you known the applicant?		
If you were/are their employer, please give dates of employment:		
Are you still in contact?	Yes	No
If not, when were you last in contact?		
How would you describe the applicant's reliability?		
How would you describe the applicant's trustworthiness?		
What are your comments on their suitability for this type of volunteering (please see role description overleaf)?		
If applicable, would you re-employ this person or have them as a volunteer with your organisation again?		
Please use the space below to add any further comments that you think might be helpful to us.		
Signature:		
Date:		

**Thank you for taking the time to complete this reference.
The information you have provided will remain confidential.**



Title: Volunteer (Sailing)

Purpose:

The Trustees of Horizons are committed to advance the education and improve the quality of life of young people by providing experience of boating and related activities. Volunteers are recruited to assist the permanent staff operate and maintain the boats and administer activities. They have a vital part to play in helping Horizons encourage young people to widen their horizons

The role will likely entail the following tasks:

- Assisting with the delivery of on water sessions across a variety of vessels depending on experience and training
 - Schools Project (Keelboat sailing/crewing or safetyboat driving)
 - Club sailing sessions (Dinghy sailing, keelboat sailing, safetyboat driving/crewing)
 - Motorboat crewing
 - Shore based duties as required (manning shore base while sessions are on the water, or assisting with launching and recovery of vessels)
 - Assisting with delivery of RYA Sailing, or Powerboat courses
- Undertaking further training that is offered to increase knowledge and confidence
- Assisting with administration and maintenance tasks
- Observe Horizons Code of Conduct and follow relevant policies and procedures.
- Exercising a duty of care for other workers and members of the public.

Time scale:

The main sailing season runs from just after Easter until the end of October, during this time the Chief Instructor will manage the diary and will notify volunteers via a text messaging service of the opportunities that are available on a weekly basis.

We would envisage volunteers would be able to commit to at a minimum of one session a month in order to stay active and engaged, however we take a flexible approach to this.

Site:

Mayflower Marina, Blagdon's Boat Yard & the Horizons Office.

Supervision:

Whilst volunteering on waterborne activities, volunteers will be under the direct supervision of the Senior Sailing Instructors and Lead Skippers. Volunteers should familiarise themselves with and adhere to the relevant policies and procedures.

Qualities:

- Team player
- Patient
- Good listener
- Sailing qualification are not essential but a willingness to learn would be essential
- Additional relevant experience that would be desirable
 - Previous sailing experience
 - working with young people
 - working with people from diverse backgrounds
 - Royal Yachting Association instructor qualifications

Benefits:

- Satisfaction derived from improving the situation of disadvantaged or disabled children that come to Horizons
- Training opportunities
 - Volunteers will have the opportunity to obtain relevant qualifications necessary for work afloat.
 - We can offer a range of sailing, powerboat and shore based courses to help you develop into your role as a volunteer.
 - Where possible, this training will be provided by Horizons.
 - This training will be provided free when funding is available or at the lowest cost possible.
- Volunteers are registered as members of Horizons; they are not required to pay a subscription and they are entitled to vote at General Meetings.