

RECRUITMENT PLAN FOR VOLUNTEERS INFORMATION SHEET

A SUMMARY

Before beginning to recruit volunteers, answer the following questions:

1. Why does the organisation want to involve volunteers?

You need to consider **why** you want **volunteers** in your organisation - don't just go and recruit volunteers without identifying clear reasons for their involvement and communicating it to everyone involved in your organisation. Are there benefits to your organisation of involving people from the community - benefits that are not purely economic? Will you benefit from a vast array of skills, experience and flexibility? What can you give back to volunteers? Thinking through this will help you to develop a clear value base for involving volunteers. Your value base should acknowledge that volunteers bring a unique contribution that is different from, but complementary to, that of paid staff. It should also include the reciprocity of the volunteering relationship and acknowledge the benefit to the volunteer.

2. What does the organisation want volunteers to do?

You now need to identify clear roles for your volunteers. The attached pro-forma will assist you to draw all this information together into a volunteer role description. The role description will focus your thoughts on what you want volunteers to do and may help you to break down the role into a range of tasks which may require several people to complete. Please note it is a **ROLE** description not a **JOB** description. Volunteering is not a contract of employment - and it is vital that the wording you use does not create any confusion.

3. What qualities/skills does the organisation want the volunteer to have?

Once you have identified what it is you need volunteers to do, then you can decide which skills, abilities, experience you may need the volunteers to have. The attached pro-forma will assist you to draw this information together into a Volunteer Specification. Not all volunteers will have the skills you need - but you may be able to give them the skills through training or work based support and mentoring.

4. How will the organisation find volunteers?

Once you have identified what you need volunteers to do, you can start to look for volunteers who can fill those roles. Use your Volunteer Specification to think about who could carry out the roles and where you might find these people. Then plan how you will communicate with them.

5. How will the organisation select which volunteers they want?

Once you have put your message out that you need volunteers, you must be ready to select the right number and the right type of volunteers, to fulfil your needs. Choosing a selection procedure will depend on the role which you are recruiting for - the rigor of the procedure will depend on the degree of risk which the role poses to the volunteer, the client group and your organisation. It may involve registration/application forms, references, informal chats/interviews, police records checks, training and a settling in/ taster period. Be consistent in the procedure you choose to use - remember equality of opportunity.

6. How will the organisation manage the volunteers after selection?

Once you have selected the volunteers you want to involve in your organisation, you must also think about how you are going to keep them. If possible, it would be beneficial to have thought about these issues before recruitment has begun. Effective management ensures that you keep volunteers motivated and that everyone continues to benefit from the relationship. You may want to consider drawing up a volunteer agreement, carrying out inductions, using a settling in period, providing training, a clear handbook and code of practice, as well as providing support and supervision. Addressing barriers to volunteering at every stage of volunteer involvement will help create a mutually beneficial relationship.

Disclaimer

Reasonable precautions have been taken to ensure information in this publication is accurate. However it is not intended to be legally comprehensive; it is designed to provide guidance in good faith without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein. Charity Registration No. NIC101309. Company Limited by Guarantee No. NI602399. Registered in Northern Ireland. Volunteer Now, Skainos Centre, 239 Newtownards Road, Belfast, BT4 1AF. T: 028 9023 2020 E: info@volunteernow.co.uk W: www.volunteernow.co.uk