

# Sports Traider Charity

## Recruiting and Selecting Volunteers

### INTRODUCTION

Sports Traider Charity is committed to the principle of equality of opportunities. Such commitment is subject to the overriding consideration of protecting people supported or referred to the organisation and adherence to the objectives of the organisation.

**DATE APPROVED BY THE TRUSTEES.....**

**SIGNED.....**

**POSITION.....**

**DATE FOR REVIEW.....**

### AIMS AND OBJECTIVES

The primary aim of this policy is to ensure that unpaid positions within Sports Traider Charity are open to all and the suitability of applicants is appraised on merit. Also that robust procedures are followed which will result in a good quality service for people.

#### Recruitment

- Volunteer opportunities are advertised as widely as possible in accessible formats
- Enquiries are welcomed at the office by phone or in person. Full contact details for the potential volunteer should be taken and information sent out within 2 working days.
- Each volunteer pack should contain:
  - Application form
  - Person specification
  - Description of the role of a volunteer
  - Recruitment of ex-offenders policy
- All enquiries should be logged in the volunteer enquiry book
- On receipt of an application, the potential volunteer should be contacted within 5 working days and an interview date arranged

#### Selection (internal)

- Suitable potential volunteers should be invited to participate in an induction. Any concerns should be discussed with the Operations Manager
- The induction process is also an element of the recruitment and selection process. An invitation to participate is not necessarily an indication that the potential volunteer will be a suitable candidate for work.
- During the induction period, all potential volunteers will continue to be assessed for their suitability for the role through observation and feedback by workers.
- Where there are concerns about suitability, the Operations Manager should contact the volunteer and discuss this with them as soon as possible.
- On completion of the induction period, which will include information on the organisation, Behaviour policies and Safeguarding procedures, the Operations Manager will arrange end of induction interviews with each of the potential volunteers. This is the final confirmation process for suitability.

#### **External checks**

- All potential volunteers must submit the necessary documentation for a DBS check (in some cases enhanced DBS) to be completed as soon as possible after application.
- All potential volunteers must provide the names of 2 referees who will be contacted as soon as possible after application.

#### **Suitability**

- Where workers feel that a potential volunteer is not a suitable candidate for work, this will be fed back to the Trustees at the next full meeting. A brief explanation of why the potential volunteer may not be suitable will be given. Further details can be given at the request of the Trustees.

#### **Young People Volunteering:**

All volunteers must be at least 16 years of age. Where a volunteer is 16 or 17 years old, permission to volunteer must be received from the parent/carers who should be supplied with all details relevant to the volunteering role.

