

Selection and recruitment –Volunteer Policy

Introduction

The purpose of this policy is to set out our approach to recruitment and selection and our commitment to equality, diversity and fairness.

This policy should be read in conjunction with the Equal Opportunities Policy

Aims of Policy

The aim of the policy is to: -

- Select the right person for the Volunteer role
- Ensure that the Association of Carers recruits in a way that is fair and effective at all stages of the recruitment process
- aim at all times to recruit the person who is most suited to the voluntary position and we welcome applications from people of all backgrounds as we recognise the positive value of diversity

Selection

A standard application form shall be used for recruitment. We ask that an applicant state any criminal convictions they may have, this will be taken into account in line with our screening policy. Having a criminal record may not preclude an applicant from applying; this will depend on the nature of the position and the circumstances and background of offences.

We will advertise a voluntary role in a variety of ways to attract a variety of candidate.

A person specification will be in place for each voluntary role within the organisation, these will be reviewed regularly.

The selection panel will comprise of the Volunteer Manager.

Interview

All interviews will be carried out in a fair manner.

If a candidate discloses their disability prior to interview they will be asked what adjustments they may need for the interview. The building and interview room will be accessible and if any

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paper work needs to be completed during the interview there will be alternate ways made available for completing these documents.

Recruitment

The successful applicant will only be taken on as a volunteer if they provide two satisfactory references, and a Disclosure and Barring bureau check.

Unsuitable volunteers

Any unsuccessful volunteers should be given feedback on why they were unsuccessful and be considered for other more suitable roles within the association.

Complaints

Any candidate who considers that they have been unfairly treated or discriminated against should contact the Chairperson of the Trustees within two weeks of a selection decision being made. Complaints received will be taken seriously and investigated promptly and sensitively, and we will advise of the outcome.

Induction

All volunteers will have a thorough and adequate induction in their role at the Association of Carers. (See Induction Policy)

Confidentiality

All database and paper notes and files on the volunteers will be kept confidential.

(See data protection policy and confidentiality policy)

Reviewed						
Signature						