**Sample Volunteer Recruitment Policy**

**Introduction**

The most essential resource of any charity is its people. Charity trustees have a responsibility to manage resources responsibly. This includes ensuring that volunteers are clear about their own roles and the roles of others. The purpose of this recruitment policy is to provide a framework for a fair and consistent process that will result in a positive and productive experience for all concerned.

This document does not contain an exhaustive description of matters (legal requirements or otherwise) which need to be addressed in the context of the relationship between a charitable organisation and its volunteers and prospective volunteers.

This sample policy should be adapted for your charity by filling in the name of your charity where appropriate and customising as relevant. This sample policy may need to be adapted in order to align with your charity’s other policies and procedures. Likewise, a charity’s other policies and procedures may need to be aligned as appropriate with this sample policy.

**Other Relevant Documents**

This document should be read in conjunction with:

* [Sample Code of Conduct for Volunteers;](https://www.charitiesregulator.ie/media/1804/sample-code-of-conduct-for-volunteers.docx)
* [General Note on Other Legal and Regulatory Requirements.](https://www.charitiesregulator.ie/media/1820/general-note-on-other-legal-and-regulatory-requirements.pdf)

|  |
| --- |
| **[CHARITY NAME]**  **Volunteer Recruitment Policy** |

**Policy Statement**

As a charity, people are our most important asset. Volunteers play a particularly important role in the work of [insert Charity name]. We therefore recognise that it is crucial that we attract volunteers to our organisation to help us achieve our charitable purpose and associated goals.

We provide appropriate support and supervision to allow volunteers to realise their full potential in their role with [insert Charity name]. We appreciate and value the significant contributions that volunteers make to the aims and objectives of [insert Charity name]. We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role.

**Eligibility**

[Generally, [insert Charity name] will consider involving anyone who wishes to volunteer with us] OR [Insert details of any essential qualifications for volunteers here]. However, prospective volunteers must demonstrate a commitment to the aims of [insert Charity name] and their availability as volunteers must align with the needs of [insert Charity name].

We provide a volunteer recruitment process, which is free from any unlawful discrimination.

For some volunteer roles, specific selection criteria may apply to determine the suitability of a volunteer candidate to a particular role. In addition, selection criteria may become relevant where there are more applicants for a particular volunteer role than positions available. Selection criteria are based on the relevant skills, qualifications and experience of volunteer candidates.

**Recruitment and Selection**

Depending on the role to be filled, our recruitment and selection process may include the following stages:

* Preparing a Volunteer Role Description;
* Preparing and placing a volunteer recruitment advertisement;
* Agreeing selection criteria;
* Meeting volunteer candidates, collectively or individually, to discuss the nature and expectations of the volunteer role;
* Shortlisting applicants against agreed selection criteria;
* Notifying interview candidates and unsuccessful applicants;
* Interviewing of candidate volunteers by a suitably briefed interview panel;
* Assessing candidates against agreed selection criteria;
* Offering a volunteer role to the successful candidate(s);
* Notifying unsuccessful candidates;
* Verifying relevant educational qualifications of successful candidate(s);
* Checking employment or other references with referees nominated by a successful volunteer candidate;
* Issuing a volunteer agreement for the volunteer’s signature;
* Completion of Garda vetting (if applicable);
* Ratification of appointments by the board of charity trustee where required;
* Providing interview feedback to unsuccessful candidates who request it.

**Confidentiality and Data Protection**

[insert Charity name] respects the right to privacy and confidentiality of our volunteers and prospective volunteers.

[insert Charity name] may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of volunteers, need to process both personal data and special categories of personal data (including, for example, information relating to health). [insert Charity name] will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to volunteers or prospective volunteers, and the purposes for which such data may be used are set out in [insert Charity name]’s data protection policy, (which may be amended or updated from time to time).

**Reference Checks**

References checks and any verification of educational qualifications, which involves contact with third parties will only take place once [insert Charity name] forms a clear view that it would like to recruit a candidate volunteer. [insert Charity name] will always request the permission of the candidate volunteer in advance of checking references or qualifications. Reference checks for every candidate volunteer are carried out in the same way. It is the policy of [insert Charity name] to seek [2] references, preferably from separate sources e.g. academic, employment, volunteering etc.

**Training and Development**

Before a volunteer commences their role, they will be invited to an induction. As part of their induction, the volunteer will be provided with a detailed Volunteer Role Description. The Volunteer Role Description specifies the responsibilities and tasks involved in the volunteer’s role, [insert Charity name]’s expectation as to the manner in which these responsibilities and tasks will be carried out and any other relevant information applicable to the role. The volunteer will have an opportunity to voice any queries they may have about their role. In addition, the volunteer will be provided with information about:

* The vision, mission and organisational structure of [insert Charity name];
* How their role fits within the broader purpose of [insert Charity name];
* The supports available to volunteers in [insert Charity name] including key contacts, information about the volunteer’s supervisor/line manager and communication channels within [insert Charity name];
* The type of commitment expected of volunteers;
* The space, equipment and facilities necessary for the volunteer to carry out their role;
* Health and safety, including any applicable risk assessments in respect of the volunteer’s role;
* [insert Charity name]’s Code of Conduct for Volunteers;
* Details of [insert Charity name]’s grievance and disciplinary procedures[[1]](#footnote-1);
* All other relevant policies and procedures of [insert Charity name];

An appropriate level of training is offered to all volunteers to enable them to fulfil their role as effectively as possible.

**Trial Period**

A trial period may be set in respect of volunteer roles to ensure both the volunteer and [insert Charity name] are satisfied with the volunteering arrangement. The duration of the trial period is dependent on the nature and hours of the volunteer role.

**Support and Supervision**

Volunteers have access to support and supervision during their trial period and throughout their volunteering period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with [insert Charity name]’s grievance and disciplinary procedures. All volunteers are allocated a designated supervisor/point of contact who they should contact if they have any questions about their role or if any difficulties arise in the course of carrying out their role.

**Expenses**

Volunteers may be reimbursed for expenses incurred, in line with the [insert Charity name]’s policies and procedures and by prior arrangement only.

**Review of Policy**

The board of charity trustees will review this policy at [3]-year intervals or as appropriate. The [insert details/ title of appropriate member of charity’s personnel] is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

**Legal Disclaimer:**

This document is issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. It is published as part of a suite of guidance, intended to provide support to charity trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent way.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. This document is not a substitute for professional advice from an appropriately qualified source. The Charities Regulator recommends that charity trustees consult their governing document or obtain their own independent legal advice where necessary. The Charities Regulator accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.

1. Charitable organisations should ensure that their grievance and disciplinary procedures facilitate the management of volunteer grievances. [↑](#footnote-ref-1)