



Volunteer Recruitment and Selection Policy

Introduction

The most essential resource of any charity is its people. Charity trustees and trust manager 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.

Policy Statement

As a charity, people are our most important asset. Volunteers play a particularly important role in the work of The Shrublands Trust. 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 The Shrublands Trust. We appreciate and value the significant contributions that volunteers make to the aims and objectives of The Shrublands Trust. We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role.

Eligibility

The Shrublands Trust will consider involving anyone who wishes to volunteer with us. However, prospective volunteers must demonstrate a commitment to the aims of The Shrublands Trust and their availability as volunteers must align with the needs of The Shrublands Trust.

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 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 the trust manager;
- Assessing candidates against agreed selection criteria;
- Offering a volunteer role to the successful candidate(s);
- Notifying unsuccessful candidates;
- Issuing a volunteer agreement for the volunteer's signature;
- Providing feedback to unsuccessful candidates who request it.

Confidentiality and Data Protection

The Shrublands Trust respects the right to privacy and confidentiality of our volunteers and prospective volunteers.

The Shrublands trust 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 personal data. The Shrublands Trust 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 The Shrublands Trust 'data protection policy'.

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 description of the volunteer role and their responsibilities and tasks involved in the volunteer's role. The volunteer will have an opportunity to raise any queries they may have about their role. In addition, the volunteer will be provided with information about:

- How their role fits within the broader purpose of The Shrublands Trust;
- The support available to volunteers in The Shrublands Trust, including key contacts, information about raising any issues or concerns with the trust manager;
- 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;
- The Shrublands Trust Code of Conduct for Volunteers;
- Details of The Shrublands Trust 'grievance and disciplinary policy';
- All other relevant policies and procedures of The Shrublands Trust;

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 role to ensure both the volunteer and The Shrublands Trust 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 from the trust manager 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 The Shrublands Trust 'grievance and disciplinary policy'. The trust manager will be the designated point of contact



should they 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 The Shrublands Trust policies and procedures and by prior arrangement only.

Review of Policy

The board of charity trustees in consultation with the trust manager will review this policy at three yearly intervals or as deemed appropriate. The trust manager on behalf of The Shrublands Trust is responsible for ensuring that this policy is implemented effectively. All other volunteers and charity trustees, are expected to facilitate this process.

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