

6 Stage Volunteer Selection Process

Stage 1: Volunteer application pack:

All potential Outreach volunteers will be given/sent a volunteer application pack; giving more information, and further details of the requirements of the position; so that they may make an informed choice about applying for the role.

Applicants may screen themselves out at this stage.

Stage 2: Pre-post application chat:

In wishing to apply, and having completed the application form, hard or e-copy.

Applicants are invited to attend an informal chat with the volunteer program manager or designated other. In order that they can have the opportunity to find out more details, ask questions, and in order to discuss amongst other things, volunteering options, levels of commitment; what is expected of them as a volunteer and what they can expect of Outreach as a volunteer. I.e. shadow a worker, Hub activities.

Applicants may screen themselves out, or be screened out at this stage.

Those applicants who confirm their wish to proceed and are not screened out, will move to Stage 3

NB Stages 1&2 are interchangeable based upon how first contact was made

Stage 3: Reference check

All potential volunteers will be expected to provide at least two referees; under typical circumstances references should be sought from the work place (line managers) and/or educational environments, lecturers, student development managers.

Equally references may be sought from existing, or previous volunteering environments, i.e. Volunteer coordinators/managers.

Personal character references may also be acceptable (non-family members) where a person is unable to source references from workplace, educational and volunteering environments.

I.e A person may have been out of work for a considerable period of time, and/or have had offending behaviour, in line with rehabilitation of offender's legislation.

Referees will be sent a reference request pack which will contain:

- Role description and person specification
- Reference form

Applicants may screen themselves out or be screened out at this stage.

Stage 4: DBS Checking

Outreach staff and volunteers are required to have an enhanced DBS check when supporting vulnerable adults. Details on how to do this will be given at the appropriate time.

Applicants may screen themselves out or be screened out at this stage.

Stage 5: Outreach volunteer Induction training (Mandatory)

Outreach volunteer induction training is mandatory and which provides a further opportunity to observe how potential volunteers i.e shadows; communicate, behave, express thoughts and feelings and interact with others in a group setting. Equally, how potential volunteers view concepts such as diversity, anti-discriminatory practice, confidentiality, boundaries etc. Allied to professionalism in relation to and in respect of Outreach stakeholders, e.g. service users, staff and volunteers.

Of essential importance, induction training is seen as being part of a wider holistic approach to Outreach volunteer recruitment, and which also allows individuals to decide if Outreach is an organisation *they* wish to volunteer for based on, as examples, its philosophy, working practices, ethos, person centredness etc

Applicants may screen themselves out or be screened out at this stage.

Stage 6: Post Induction training collaborative reflective review

This reflective review will be conducted where possible with the Outreach volunteer programme manager and an existing volunteer. Reviews, will be conducted after the induction training is completed; and references and disclosures have been sought.

Reviews are seen as part of a mutually reflective selection process, and not the sole reason a volunteer is finally offered a volunteering opportunity or not. This holistic Outreach approach towards recruitment, again recognises that some people are more confident when faced with a traditional “*interview*” situation than others, and that we wish to give ALL potential volunteers, every opportunity to show themselves in a positive light; and in relation to and respecting the difference and diversity of applicants

Applicants may screen themselves out or be screened out at this stage.

Volunteering Probationary period

Typically, a volunteer probationary period would be 3 months* This being, in conjunction with reflection both formal and informal, allied to ongoing monitoring and evaluation.

Whilst Outreach will always endeavour to facilitate mutually beneficial volunteering.

It may be necessary to suspend or even terminate volunteering opportunity. If for example, volunteers are unable to meet the minimum requirements of the voluntary opportunity as described in the role description-person specification, and in achieving the aims and objectives of the role.

However, every effort will be made to help support people, make reasonable adjustment and to adapt tasks to suit volunteers; whilst maintaining health and safety, welfare, project integrity and service provision; in line with and adhering to Outreaches wider aims and objectives.

Applicants may screen themselves out or be screened out at this stage.

*Does not apply to short term episodic volunteering