



Mevagh Family Resource Centre

Volunteer Recruitment Policy

Document:	Volunteer Recruitment Policy
What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) current Volunteer Recruitment Policy
CRA Code Sections:	3.2, 3.6
Use of Document:	Directors of Mevagh FRC CRA Compliance
Date Approved:	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 18.11.2024
Review Date:	This Policy will be reviewed every 3 years by the Voluntary Board of Directors of Mevagh FRC.

Policy Statement

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

Eligibility

Mevagh FRC will consider involving anyone who wishes to volunteer with us, however, prospective volunteers must demonstrate a commitment to the aims of Mevagh FRC and their availability as volunteers must align with the needs of Mevagh FRC.

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 Director where required.
- Providing interview feedback to unsuccessful candidates who request it.

Confidentiality and Data Protection

Mevagh FRC respects the right to privacy and confidentiality of our volunteers and prospective volunteers.

Mevagh FRC 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). Mevagh FRC 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 Mevagh FRC data protection policy, (which may be amended or updated from time to time).

Reference Checks

Reference checks and any verification of educational qualifications, which involves contact with third parties will only take place once Mevagh FRC forms a clear view that it would like to recruit a candidate volunteer. Mevagh FRC 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 Mevagh FRC to seek two 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, Mevagh FRC'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 Mevagh FRC.
- How their role fits within the broader purpose of Mevagh FRC.
- The supports available to volunteers in Mevagh FRC, including key contacts, information about the volunteer's supervisor/line manager and communication channels within Mevagh FRC.
- 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.
- Mevagh FRC's Code of Conduct for Volunteers.
- Details of Mevagh FRC's grievance and disciplinary procedures.
- All other relevant policies and procedures of Mevagh FRC.

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 Mevagh FRC 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 Mevagh FRC'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 Mevagh FRC policies and procedures and by prior arrangement only.

Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: _____ (Chairperson)

Date: ____/____/____

Signed: _____ (Director)

Date: ____/____/____

Revision History

Revision No.	Approval Date	Document Reference and Changes Made	Name