

Support and Supervision Competences

Module 9 Recruiting Volunteers

9 Recruit volunteers	
<p>To do this you need to be able to:</p> <ol style="list-style-type: none">1. Have a planned approach to volunteer recruitment based on current and future workforce needs2. Develop effective recruitment activities and materials3. Have systems in place to respond to applicants with relevant information4. Ensure that the application and interview process is fair and underpinned by equality and diversity principles5. Ensure adequate records of the application and interview process are kept.6. Have processes in place for notifying applicants of the outcome of their application7. Have processes in place to monitor, review and evaluate the recruitment process to ensure continual improvement.	<p>Before doing this you need to:</p> <ol style="list-style-type: none">a) Know current and future bureau requirements for volunteersb) Know how to access and analyse recruitment and bureau informationc) Know what opportunities the bureau can offer volunteersd) Know a range of recruitment and selection methods and how to use these appropriatelye) Know what motivates people to volunteer and what factors prevent people from volunteering.f) Understand how equality and diversity issues impact on recruitment practicesg) Understand the importance of a fair and objective recruitment process and how to ensure this.h) Know what information potential volunteers need and how to present this in ways that are attractive to a diverse range of peoplei) Know membership and audit requirements in terms of recruitment practice and record keeping, and be able to develop systems to meet these.j) Know how to monitor and evaluation the recruitment process to ensure continual improvement