



# **Volunteer Recruitment and Selection Policy**

The Norfolk Archaeological Trust is registered as a charity (number 274604) and as a company limited by guarantee – registered in England (number 191668). Registered office: Castle Chambers, Opie Street, Norwich, NR1 3DP

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<b>Name of Policy</b>	<b>Volunteer Recruitment and Selection Policy</b>
<b>Aim of Policy</b>	<b>The purpose of this policy is to set out the Trust's approach to recruitment and selection and our commitment to equality, diversity and fairness.</b>
<b>Related Organisational Aims &amp; Objectives</b>	
<b>Intended Audience</b>	<b>Council Members, Staff and Volunteers</b>
<b>Approved By</b>	<b>NAT Council</b>
<b>Date Approved</b>	<b>08.10.2019</b>
<b>Review Cycle</b>	<b>2 years</b>
<b>Review Due Date</b>	<b>October 2023</b>
<b>Individual Responsible for Review</b>	<b>Director</b>
<b>Comments on Last Review</b>	

## **Volunteer Recruitment and Selection Policy**

### **1. Introduction**

This document relates to the recruitment and selection of volunteers for volunteer roles supporting Norfolk Archaeological Trust at its sites and working from home. It does not apply to the selection of Council members or employees.

### **2. Purpose**

The purpose of this policy is to set out the Trust's approach to recruitment and selection and our commitment to equality, diversity and fairness.

### **3. Policy Statement**

The Norfolk Archaeological Trust will offer equal volunteer opportunities to all individuals without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, weight, appearance, or any other basis prohibited by UK law.

The Norfolk Archaeological Trust is committed to ensuring that all stages of volunteer recruitment – writing the role description, advertising, managing applications, selecting volunteers and inducting volunteers – is carried out consistently and fairly. The Trust recognises that new volunteers cannot perform their role effectively without a full induction and ongoing support and supervision.

The Norfolk Archaeological Trust's recruitment procedure aims to ensure that: -

- Volunteers have the required experience, skills and knowledge, or the ability to develop these, for the volunteer role they wish to undertake.
- Measures are in place to safeguard children and vulnerable adults who come into contact with the work of the Norfolk Archaeological Trust via its project and volunteering work, either through appropriate safeguarding training or, where

appropriate for a specific role, through DBS checks . [See NAT's Safeguarding Policy]

Recruitment for all volunteer roles will follow the procedures set out below.

#### **4. Recruitment and Selection Procedures**

##### **4.1 Role Descriptions**

Full role description will be provided detailing what the role involves, the time commitment expected and any skills, experience or knowledge required to carry out the role.

##### **4.2 Advertising**

We will use appropriate means to advertise our volunteer roles locally and in line with our Equal Opportunities Policy.

Recruitment will be advertised using the following methods (although this list is not exhaustive):

- Norfolk Archaeological Trust Social Media
- Norfolk Archaeological Trust Website
- Word of mouth
- Leaflets and posters
- Via local volunteer and community organisations

##### **4.3 Selection**

###### **4.3.1 Application Form**

On receipt of any volunteering inquiry, the applicant will be sent a standardised application form for completion. This form asks for information on their relevant skills, experience and knowledge related to the role as well as any relevant medical issues we need to be made aware of.

The application form is available on the Norfolk Archaeological Trust website and can also be sent via email. The form can also be printed and posted or can be completed by a member of staff over the telephone.

NAT will only ask for the information needed to ensure that someone is suitable for the role they have applied for. All information given by volunteers will be treated as confidential and stored and disposed of in line with NATs Privacy Policy and the General Data Protection Regulation 2018

#### **4.3.2 Informal Interview**

Following receipt of the application form, all applicants will be offered an informal interview either by telephone or face to face by the designated volunteer manager. The purpose of this interview is to: -

- Explain and discuss the volunteer opportunity and commitment involved
- Explore any relevant skills, knowledge and experience the volunteer can bring to the role
- Assess whether the volunteer will be able to carry out the role and assess whether further assistance might be required in order to enable this

Unsuccessful candidates will be notified at the time of the interview or within 5 working days. If the application is unsuccessful the interviewer will discuss this with the applicant and may be able to suggest other contacts for volunteering opportunities.

#### **4.3.3 References**

References will be taken up for successful applicants

Acceptance as a volunteer will be subject to the provision of two satisfactory references which must be received prior to the commencement of the role. Some roles may also require a DBS check prior to commencement.

References can be from someone who knows the applicant in either a work or social environment but cannot be family members.

If we do not receive a reference back within 10 working days of the request the applicant will be asked to provide another reference contact.

#### **4.3.4 Disclose and Barring Service (DBS) checks**

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For some volunteer roles, volunteers will be required to undergo an Enhanced or Standard DBS check. This is important to ensure that we are compliant with our safeguarding procedures for children and vulnerable adults. The requirement for a DBS check will be included in the volunteer role description

#### **4.4 Induction**

All new volunteers will have an induction session either one on one with a member of staff or appropriately trained volunteer or as part of a group session. In this induction the volunteer will: -

- be provided with the Volunteer Handbook
- be advised of all health and safety procedures and policies, including signing relevant risk assessments
- be trained in our Safeguarding Procedure
- be given role specific information that will enable them to carry out their role
- be advised of any training requirements and their timescales

All inductions are signed off by the volunteer and the induction leader and feedback on the induction is sought to promote continual improvement.

#### **4.5 Successful Completion of the Application Process**

The application process is completed when: -

- The references have been returned
- Contact information is entered into the main Volunteer Contacts List
- Induction training has been completed
- The volunteer is provided with the Volunteer Handbook
- A site visit and/or role specific training has been completed or scheduled

#### **4.6 Storing and Destroying Information**

The following information will be kept securely on the organisational drive: -

- Completed application forms
- References

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- Induction checklist
- Any relevant training qualifications

These must be kept for: -

- 1 year for people not selected
- For people who are selected and accepted the information will be retained until they cease volunteering for NAT

#### **4.7 Monitoring and Review**

All new volunteers will be contacted after 3 months in the role (or sooner if necessary) to check on their progress and their suitability for the role. Any need for further training will be identified at this point and arrangements put in place to achieve this. This could be in the form of establishing a buddy relationship with an existing volunteer, shadowing an existing volunteer, recommending self-learning or attending a training session.

#### **4.8 Unsuitable Volunteers**

If a volunteer is found to be unsuitable for the role they will be notified via email, on the phone or face to face, as is most appropriate to the stage of their recruitment and selection.

Unsuitability is determined by the volunteer's knowledge, skills, experience, behaviour and ability to carry out the role, as well as their attendance at induction and training sessions.

Where possible the Norfolk Archaeological Trust will recommend other more suitable volunteering opportunities within the organisation.

Policy Reviewed: 04/10/2021 NB