

# FACTSHEET NO 1.

## RECRUITING VOLUNTEERS - 5 STEPS TOWARDS SUCCESSFUL RECRUITING

### STEP 1 – Define the Job

Defining the job to be done is key if you are to ensure that the organisation gets the right person to fill the position. Individuals responsible for recruiting and potential volunteers should have a clear understanding of what the job entails.

### STEP 2 – Determine the Job Description

Once you have defined the job, qualifications and person specifications need to be developed as a way of identifying potential volunteers.

The job description is a useful tool that will clarify for all involved the expectations and requirements of the volunteer position. It will also give volunteers an idea of the part they play in running of the organisation. (See FACTSHEET NO 2 – Writing the Job Description.)

### STEP 3 – Identifying Potential Candidates

You will need to advertise to gain interest in your volunteer positions; there are several ways to do this.

- On local notice boards
- In village/church/local newsletters
- Contact your local Volunteer Bureau:
  1. Vale Volunteers Tel 01296 337456
  2. Volunteer Connections Tel 01908 662744
  3. Volunteer Focus Tel 01494 451700
  4. Chiltern & South Bucks Voluntary Services Tel 01494 793470
- Through your local school or doctors surgery
- In the local press
- Through Buckinghamshire Community Action
- By word of mouth

#### Useful Tips

- Make sure each potential volunteer is given a job description
- Get each potential volunteer to complete a 'Volunteer Profile', this replaces a conventional job application but gives you a simple tool to identify individuals keys skills knowledge & connections.

**Example of a Volunteer Profile. Download the template from our Website**  
[www.bucks-comm-action.org.uk](http://www.bucks-comm-action.org.uk) - In the Car Schemes Section TRANSPORT.

<i>Example</i>	<b>Volunteer Profile</b>	Name : P Smith
<b>What do you Like Doing?</b>	<b>What would you like to do?</b>	<b>No-No's</b>
Special Skills, talents, interests you like to use	Areas you would like to get involved in	Please don't ask
<ul style="list-style-type: none"> <li>• Driving</li> <li>• Talking to people</li> <li>• Writing</li> <li>• Health &amp; Safety Expert</li> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordination</li> <li>• Chairing a committee</li> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>• Canvassing for Funds</li> <li>• Public Speaking</li> </ul>
List things you do well, or have experience or expertise in. Don't hesitate to list something, you'd be surprised how your talents can be utilised.	List areas of interest you may not yet have the skills to perform but would enjoy learning about.	Any thing you really don't want to do.

**Remember:** You will not always find the perfect, most suitable volunteer. You should rank potential candidates based on how well they meet the job description, try to select the best people for the job but do be flexible. The Volunteer is giving their time and commitment to your organisation. If people available and willing do not meet all requirements consider training.

#### **STEP 4 – Interview the Potential Volunteer**

This is the most difficult step in the process because the idea of an interview and the fear of rejection may put off potential volunteers. However if you have followed Steps 1 – 3 then you can be sure that those approached are right for the job. Very often people will be flattered to be asked.

##### **Useful Tips**

- It is not necessary to call this an interview, use terms like **Informal Meeting**
- Make sure the interview takes place as soon as possible
- Try interviewing in volunteer's home environment, this is far less threatening
- It is a good idea to have up to 3 people involved in the process

#### **STEP 5 – Appoint the Volunteer**

At the end of the interview, summarise any decisions and actions taken. Once your Volunteer has said yes, shake hands and congratulate them on their decision. Agree a starting date. It is also useful to agree a trial period of about 3 months (you may not suit each other and this allows for a harmonious and mutually acceptable way to part company)

- Follow up with written confirmation of the agreement, which you get the volunteer to sign.
- Provide the Volunteer with the tools to do the job (i. e. Training, Organisation's Constitution, List of Requirements – If Volunteer Driver details of Insurance/ Health & Safety Needs.

**Remember:** Once Volunteers have agreed to take on positions, you want to keep them. You can assist this process through Training, Recognition, Co-operation and Regular feedback.

#### **ADDITIONAL TIPS**

- **Get other Volunteers to think up new methods of recruiting**
- **If they are willing get current volunteers to tell their story at local meetings or gatherings**
- **Try to think what would interest YOU in volunteering.**
- **Try to involve your volunteers in decision making in they want to be involved, but do make certain they feel part of your organisation.**
- **People are attracted to volunteer for activities that are positive, worthwhile, interesting and have a direct impact on their own lives.**
- **Recognition of a job well-done & saying thank you goes a long way.**