SWT Volunteer Recruitment

Volunteer makes contact with project to express interest (via Spark-a-change/social media/contact details provided on publicity)

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Have informal chat with volunteer re role, project, benefits, training, support provided, location, expenses

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Record contact with volunteer on sharepoint or spark a change

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If Volunteer and Volunteer Manager happy with initial phone call, send out "Welcome Pack" and "Volunteer Agreement"

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Once this is returned send "application form" and "DBS form"

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Volunteer completes full application and receives a thank you message with timescales for response on submission (within 5 days). Also receives copy of Application.

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Once application form returned—log information on share point—start DBS process

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Arrange with Volunteer starting training for project and role

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At first training session full Volunteer Handbook provided with all policies and procedures in which are covered in training session

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Once training completed—shadow Volunteer Manager in the volunteer role for 3 sessions or until required

Shadowing completed—now volunteer is ready and able to complete required volunteer role tasks. They are ready to start!