4.1 Volunteer Recruitment Policy

**Purpose**

<Insert Organisation Name> ensures a non-discriminatory and standardised approach to the recruitment of volunteers.

**Background**

<Insert Organisation Name> recognises the crucial role volunteers can play in supporting paid staff to achieve <Insert Organisation Name>’s goals and in undertaking specific projects. To have the appropriate volunteers to achieve these ends requires a fair, inclusive and rigorous approach to recruitment.

**Policy**

Recruitment will only be carried out for a clearly defined volunteer role with a written job description and associated selection criteria as outlined in the Position Description Development and Review Policy and Procedure. All volunteer positions and activities are fully supported by the Volunteer Involvement Manual in accordance with the Volunteer Involvement Policy.

Volunteer recruitment will be planned and documented, and will follow standardised procedures to ensure a fair, inclusive and transparent approach in line with <Insert Organisation Name>’s best practice framework and relevant legislation outlined in the Commitment to Volunteer Involvement Policy. Information collected will only be for the purposes of recruitment and will be stored in accordance with the Volunteer and Staff Confidentiality and Privacy and Documentation and Records Policies and Procedures. The <Insert Position> is responsible for ensuring best practice volunteer recruitment including targeted advertising and communication strategies and resources, and may designate responsibilities to supervising staff. <Insert Organisation Name> complies with non-discriminatory principles and promotes diversity in its recruitment process.

**Responsibility**

This policy applies to the <Insert Position> and supervising staff.

**Standards**

1.1-1.4, 2.1-2.3, 3.2, 3.3, 4.1-4.3, 8.1

**Related Policies and Procedures**

* Responsibilities for Volunteer Involvement Policy
* Volunteer Involvement Policy
* Volunteer Recruitment Procedure
* Position Description Development and Review Policy and Procedure
* Volunteer Screening Policy and Procedure
* Documentation and Records Policy and Procedures
* Volunteer Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Records Management Policy and Procedure
* <Insert Organisation Name> Staff Data Security Policy and Procedure

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |