

## **APPENDIX A**

Recruitment Process Flow Chart for Volunteers

Ensure person available to answer calls. Record information on Recruitment Proforma for each applicant

## Packs contain:

Covering letter, Volunteer person spec, volunteer role descriptions and profile of LRSN

Take up

references

here

Post ad for position with relevant agencies/media if required

Handle telephone enquiries and applications

**Informal Interview** 

Invite suitable applicants to formal interview and formal appointment by Chairman subject to references/ checking of qualifications/ DBS/ Driving licence if applicable

**Application Process:** 

Informal interview by Project Manager / Health and Wellbeing Lead to assess qualities & skills against volunteer role description and Volunteer person spec. Complete recruitment proforma.

Book appropriate accommodation. Interviews to include Project Manager/ Health and Wellbeing Lead and Chairman or appropriate other Trustee. Review and confirm information on recruitment proforma.

Send offer letters to successful applicants and advise unsuccessful applicants, signposting them to other suitable organisations

Acceptance of role and start date triggers induction process to start.

Plan start date and induction programme

## **Induction process:**

Induction meeting held to go through LRSN Volunteer Policy and overview of Induction Pack Information/ processes required upon acceptance of role

- · Full name/ address and contact numbers and list for those they are willing to share with all the LRSN personnel
- Reference requests- 2 names and addresses
- DBS application if required (caseworkers and trustees), GDPR consent form
- IT access to emails and casework notes
- All details registered on the database as required
- Profile and photo for the newsletter
- Car Insurance details