



Community &
Voluntary Services
cheshire east

Remote Volunteer Recruitment

Aims of the Session

We will focus on these key areas:

- Where to advertise your volunteer roles
- Managing volunteer applications and making contact
- Interviewing and vetting volunteers
- Effectively training and inducting volunteers
- Initial supervision and support

Volunteer Role Description

- Title & Purpose of role
- Main tasks
- Qualities or experience required
- Location,
- Days and times of role
- Long or short term or one-off
- Training and support available
- Experience they could gain



Where to Advertise

- CVS volunteer hub
- Social media
- Word of mouth
- People Helping People – Cheshire East Council
- Furlonteer
- The Fore
- Cheshire Connect
- Third sector websites

Furlough

- Your staff cannot volunteer for you – but staff from other places could
- Beware of replacing staff roles with volunteers
- Borrow volunteers from elsewhere – but don't poach them!

Applications & Interviews

Robust recruitment is more important than ever!

- Application form
- Engage
- Interviews
- References

Disclosure & Barring Service Checks & ID Checks

- Not all roles require a DBS / government rules changed
- Regulated activity/ enhanced/ barred list check – make sure the right level.
- ID requirements
- More info visit <https://www.gov.uk/disclosure-barring-service-check/overview>
- ID Checking

Information for new volunteers

- Induction
- Training
- Volunteer Handbook
- Volunteer Policy
- Other relevant policies

Volunteer Agreements

- Set out what to expect from the organisation
- What the organisation expects from the volunteer
- Take care on setting time commitment
- Boundaries
- Induction
- Supervision
- Expenses

Initial support and supervision

- Check up after 1 week
- Engage existing volunteers
- Keeping volunteers on Task
- Keep morale high
- Saying Thank you

Cyber Security

5 quick, simple, free or low cost steps

- Backing up your data
- Protecting your charity from malware
- Keeping your smartphones/tablets safe
- Using passwords
- Avoiding phishing attacks



Useful Resources:

www.cvsce.org.uk & Volunteer Managers Network

www.ncvo.org.uk/ncvo-volunteering

www.knowhownonprofit.org

www.how2fundraise.org

www.volunteermanagers.org.uk

Questions?



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