



Volunteer Recruitment Policy

for Howth Sutton Autism Friendly Community CLG

1. Policy Statement

As a non-profit organisation, people are our most important asset and volunteers play a particularly important role in the work. We therefore recognise that it is crucial to attract volunteers to our organisation to help us achieve our goals. We provide appropriate support and supervision to allow volunteers to realise their full potential in their role. We appreciate and value the significant contributions that volunteers make to our aims and objectives. We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role.

2. Eligibility

Howth Sutton Autism Friendly Community CLG will generally consider involving anyone who wishes to volunteer with us, provided they have followed our process and protocol, including Garda vetting and participation in Safeguarding Training. Prospective volunteers must demonstrate a commitment to the aims of Howth Sutton Autism Friendly Community CLG, and their availability as volunteers must align with the objectives and needs of our organisation.

We provide a volunteer recruitment process that is free from any unlawful discrimination.

HSAFC is committed to providing accessible and inclusive volunteering opportunities. Reasonable accommodations will be considered to enable volunteers of differing abilities, communication styles and support needs to participate fully in the work of the organisation.

For some volunteer roles, specific selection criteria may apply to determine the suitability of a volunteer candidate to a particular role. In addition, selection criteria may become relevant where there are more applicants for a particular volunteer role than positions available. Selection criteria are based on relevant skills and experience.

Successful volunteers will be required to sign a Volunteer Agreement and confirm that they have read and understood relevant organisational policies:

- Volunteer Recruitment Policy
- Volunteer Policy
- Volunteer Agreement
- Code of Conduct
- Safeguarding Policy
- Health and Safety Policy



- GDPR Policy

3. Recruitment and Selection

HSAFC reserves the right not to appoint or continue the appointment of a volunteer where concerns arise regarding suitability, safeguarding, conduct, availability or compliance with organisational policies.

Depending on the role to be filled, our recruitment and selection process may include the following stages:

- **Preparing a Volunteer Role Description:** Clearly outlining the responsibilities, tasks, and expectations of the volunteer role.
- **Preparing and Placing a Volunteer Recruitment Advertisement:** Publicising volunteer opportunities through appropriate channels.
- **Agreeing Selection Criteria:** Establishing the skills, experience, and attributes required for the role.
- **Meeting Volunteer Candidates:** Discussing the nature and expectations of the volunteer role with potential candidates, either collectively or individually.
- **Shortlisting Applicants:** Reviewing applications against the agreed selection criteria.
- **Notifying Interview Candidates and Unsuccessful Applicants:** Informing candidates of their status in the recruitment process.
- **Interviewing Candidate Volunteers:** Conducting interviews with a suitably briefed interview panel.
- **Assessing Candidates:** Evaluating candidates against the agreed selection criteria.
- **Offering a Volunteer Role:** Extending an offer to the successful candidate(s).
- **Notifying Unsuccessful Candidates:** Informing those not selected of the outcome.
- **Verifying Educational Qualifications:** Confirming the educational background of successful candidates, if relevant.
- **Checking References:** Contacting referees nominated by successful candidates.
- **Issuing a Volunteer Agreement:** Providing a formal agreement for the volunteer's signature.
- **Completion of Garda Vetting:** Ensuring compliance with vetting requirements.
- **Ratification of Appointments:** Obtaining necessary approvals from the Board of Directors, where required.



- **Providing Interview Feedback:** Offering feedback to unsuccessful candidates upon request.

Safeguarding

All volunteers whose role involves contact with children, vulnerable adults or sensitive personal information must comply with HSAFC's Safeguarding Policy. Garda Vetting, safeguarding training and any other safeguarding requirements identified by the Committee must be completed before a volunteer undertakes their role.

4. Confidentiality and Data Protection

Howth Sutton Autism Friendly Community CLG respects the right to privacy and confidentiality of our volunteers and prospective volunteers. We may need to process personal data and special categories of personal data (including, for example, information relating to health) in accordance with applicable data protection legislation, including the General Data Protection Regulation (GDPR). Further details are set out in our data protection policy.

Upon ending their volunteering role, volunteers must return or securely delete any organisational documents, records, equipment or personal data held by them and maintain confidentiality regarding information obtained during their volunteering activities.

5. Reference Checks

Reference checks and verification of educational qualifications, involving contact with third parties, will only take place once we form a clear view that we would like to recruit a candidate volunteer. Permission will always be requested from the candidate volunteer in advance. Reference checks for every candidate volunteer are carried out in the same way, typically seeking two references from separate sources (e.g., academic, employment, volunteering).

6. Training and Development

Before commencing their role, volunteers will be invited to an induction, which includes:

- A detailed Volunteer Role Description.
- Information about the vision, mission, and organisational structure of Howth Sutton Autism Friendly Community CLG



- Details about the supports available to volunteers, including key contacts and communication channels.
- The type of commitment expected of volunteers.
- Information about the space, equipment, and facilities necessary for the volunteer's role.
- Health and safety information, including any applicable risk assessments.
- Howth Sutton Autism Friendly Community CLG's Code of Conduct for Volunteers.
- Details of grievance and disciplinary procedures.
- All other relevant policies and procedures.

An appropriate level of training is offered to all volunteers to enable them to fulfil their role effectively.

7. Trial Period

A trial period may be set to ensure both the volunteer and the club(s) are satisfied with the volunteering arrangement. The duration of the trial period depends on the nature and hours of the volunteer role.

8. Support and Supervision

Volunteers have access to support and supervision during their trial period and throughout their volunteering period. Difficulties that arise will be dealt with fairly, openly, and efficiently in line with our grievance and disciplinary procedures. All volunteers are allocated a designated point of contact for any questions or difficulties.

9. Expenses

Volunteers may be reimbursed for expenses incurred, in line with the club's policies and procedures and by prior arrangement only.

10. Review of Policy

This policy will be updated in accordance with regulations and reviewed periodically to ensure its effectiveness and compliance with relevant legislation.