

Volunteer Scheme Process

Recruiting

- Volunteer Scheme and Volunteer Vacancies advertised through various media platforms.
- Expression of Interest made by Volunteer.
- Initial contact is made with the Volunteer.
- If no current vacancies their details are kept securely on file for future vacancies.
- If there are current vacancies a Volunteer Arrangement Form and a relevant Role Profile is sent to the volunteer for completion.

Informal Interview

- Volunteer Arrangement Form returned.
- Volunteer is invited to an informal interview.
- If the volunteering position is not suitable a phone call or a letter of decline will be provided to the volunteer including information on other volunteering services in the local area.
- If the volunteering position is suitable a phone call or a letter of acceptance will be provided to the volunteer. The offer of a volunteer placement will be pending the return of the volunteer's references and DBS check (if required).

Induction of Volunteer

- References are contacted and DBS check is processed if required for role.
- Invite Volunteer to an Induction day.
- Provide full induction to Volunteer including Handbook & policies.
- Personal records held securely on file.

Volunteer Trial

- Trial period of 1 month is offered to the Volunteer.
- Completion of handbook checklist.
- Informal and formal Supervisions offered to Volunteer to support them to settle into their role.

Volunteer Placement

- Ongoing 12 weekly supervisions.
- Annual Volunteer Consultation.
- Volunteer Week Events/ Celebrations.
- Christmas Meal.
- Quarterly Volunteer Steering Group meetings.
- Thank Yous and Acknowledgements.

Exiting Volunteering

- Exiting volunteers are asked to fill out a questionnaire about their time volunteering with Coastline.
- A reference can be produced on request.