



Volunteer Recruitment Process

1. Advertising

- a) A standard information sheet (periodically reviewed) about the range of volunteering opportunities will be available on the CWR website.
- b) This information sheet will also be shared with local volunteering organisations (such as Volunteering Gloucestershire)
- c) From time to time, where a need emerges and where agreed by the Core Group, specific volunteering roles will be advertised on the CWR Facebook page, via the CWR monthly Newsletter and by using other email lists, as appropriate.

2. Recruitment Process

- a) Those expressing an interest in volunteering will be invited to complete an application form
- b) The applicant will then be interviewed by at least one member of the Core Group. Whenever possible, this will normally be a person (or persons) involved with the activity or activities in which the applicant has expressed an interest
- c) A reference will be taken up
- d) If the applicant is interested in volunteering only for a specific activity and the interview is carried out by the relevant sub-group leader, he or she may accept them as a CWR volunteer providing they are considered suitable.
- e) In all other circumstances, the Core Group will review the application form and reference and decide whether to accept the applicant as a CWR volunteer.
- f) All volunteer will be asked to confirm that they have been made aware of, and agree to abide by, CWR's Confidentiality and Safeguarding policies and any other policies relevant to their role.

3. Ongoing Support

- a) All volunteers will be invited to Open Meetings
- b) There will be one event a year to thank volunteers and to bring them up-to-date with CWR developments
- c) From time to time, training will be offered to volunteers. The Core Group will decide, in each case, whether such training events should be mandatory or voluntary.