

Highland Communities Credit Union Ltd

VOLUNTEER RECRUITMENT AND SELECTION POLICY



- ◆ HCCU's policy is that all volunteers will be recruited from its membership.
- ◆ Volunteers will be recruited in accordance with HCCU's equal opportunities policy.
- ◆ HCCU will try to remove barriers that prevent members from volunteering.
- ◆ HCCU may also take positive action of any kind, in order to involve the whole membership (e.g. recruiting volunteers only from a particular area where that area is under-represented).
- ◆ HCCU will advertise voluntary vacancies through:
 - Collection Points – Posters and leaflets.
 - Local Radio – Taking advantage of Nevis Radio slots to talk about HCCU and volunteering.
 - Volunteering Highland – Keeping the local volunteer centre up-to-date with general information and vacancies.
- ◆ HCCU will regularly review the way in which potential volunteers can make contact with us.
- ◆ Written task descriptions will outline time, commitment, necessary skills and actual duties.
- ◆ People wishing to volunteer will be required to complete an application form, listing:
 - Any relevant experience and skills.
 - Why the person would like to volunteer for HCCU.
 - What kind of duties the person would be interested in carrying out.
 - What time the person has to offer.
 - Whether the person is able and willing to travel to carry out their voluntary duties.
- ◆ The Office Manager and/or Directors will consider the information provided by volunteers on their application form. They will be looking to see whether or not they believe that the applicant would make a suitable volunteer.
- ◆ HCCU will endeavour to review applications within a week of receipt, and let applicants know as soon as possible afterwards.
- ◆ HCCU will, as far as possible, match the volunteer's skills, talents and interests with the voluntary work to be carried out.
- ◆ Where the Office Manager and/or Directors feel that the person is not right for a particular placement, they will give reasons for their decision, and will notify the person of any other opportunities that may be suitable.
- ◆ We will request references for volunteers where this is appropriate.

- ◆ Some voluntary positions within HCCU are controlled functions, and so require FCA or PRA approval. Where this is necessary, a volunteer will not be able to take up their position until they have received approval (normally this takes 2-4 weeks).
- ◆ HCCU will comply with the Police Act Part V and will follow the procedures and standards laid down in VDS's "Protecting Children" when selecting volunteers who are to work with children, young people and other vulnerable groups.
- ◆ Once placed, we will expect volunteers to comply with existing policies and procedures.
- ◆ If an applicant is accepted as a suitable volunteer, HCCU will contact them to discuss our volunteering policy, and to discuss arrangements for volunteering (e.g. start date).
- ◆ Volunteers will also be required to read and sign a volunteer agreement, and HCCU will provide them with a "volunteer's pack", which details the most important information about volunteering for HCCU.