

## **RECRUITMENT & SELECTION POLICY**

### **Introduction**

GMCC is a faith-based charity providing positive opportunities for offenders and ex-offenders of all faiths and no faith to reintegrate positively into society. Our values of respect and forgiveness provide a non-judgemental and welcoming environment where some of the most marginalised people in our communities are able to get their lives back on track through the goodness of others. We are able to do provide our services due to our volunteers, who are highly valued and willing to take on responsibility. Our Volunteers value each other and willingly share their expertise, irrespective of backgrounds. We are committed to building an organisation where different ideas, abilities, backgrounds and needs are fostered and valued and where all have the opportunity to participate and contribute via our volunteer community. We will make reasonable adjustments where possible, to meet the needs of potential volunteers. Having a criminal record will not bar someone from volunteering regardless of the nature of the offence. All reasonable steps will be put into place to ensure any safeguarding and licence issues are met.

### **Purpose**

The purpose of this policy is to set out our approach to recruitment and selection and our commitment to equality, diversity, fairness and inclusion.

### **Responsibilities**

#### Centre Manager

Has overall responsibility for ensuring GMCC remains a volunteer-led organisation and the provision of adequate resources to support the volunteer programme.

#### Volunteer Coordinator

Has the responsibility for day to day Management, developing policies and procedures for volunteering and to ensure these are implemented effectively. These policies enable us to comply with best practice and to meet our legal responsibilities.

#### GMCC Staff

All staff will be required to read, implement and support the policies and procedures.

### **Volunteer Recruitment**

We are committed to ensuring that all stages of the volunteer recruitment process are conducted fairly and effectively (including writing the role profile and person specification, advertising, attracting and managing applications, selecting volunteers, making the appointment and inducting new volunteers). This will ensure that:

- Volunteers have the required experience, knowledge and skills or the ability to develop these for the volunteer roles they wish to undertake

- Measures are in place to safeguard children and vulnerable adults via Enhanced DBS checks and appropriate training.

### **Recruitment channels**

We will use a variety of means to advertise for volunteers locally that take into account the values of GMCC. The methods of recruitment will include, but not limited to:

- Local volunteer and community sector organisations and their networks
- Advertising through a wide range of channels e.g. GMCC website, GMCC Facebook/Twitter pages,
- Leaflets and information stands
- Contacts at public events
- Word of mouth

### **Making an application to become a GMCC volunteer**

When a potential volunteer makes contact with GMCC they are asked to complete a short application form. Applicants will also receive:

- Copies of the volunteer role descriptions
- A copy of the latest GMCC volunteer strategy
- The link to our website for more information

If anyone requires assistance with completing the application, help will be provided.

Once completed the application form should be returned by post, in person or it can be emailed.

GMCC will only ask for the information needed to ensure that someone is suitable for the role they have applied for. All information given by volunteers will be treated as confidential and stored and disposed of in line with GMCC Data Protection Policy.

### **Interview**

All applicants will be offered an informal interview – either face to face or by telephone. The purpose of the interview is to:

- Explain and discuss the voluntary opportunities at GMCC and the commitment involved
- Explore any relevant skills, interests and experiences which the potential volunteer may bring to the work
- Assess whether the potential volunteer will be able to carry out the role description and what other assistance might be required in order to enable this

### **Unsuccessful applicants**

All applicants will be notified of the outcome of the application. If the application is unsuccessful the volunteer coordinator will discuss this with the applicant and may be able to suggest other contacts for volunteering opportunities.

## **References**

- Referees may be someone who knows the applicant in either a work or social context but not family/friends
- Acceptance as a volunteer will be subject to the provision of 2 satisfactory references

(Successful applicants may start some voluntary roles prior to references being received, but will be informed that should there be any issues with references then GMCC has the right to reconsider)

## **Disclosure and Barring Service (DBS) checks**

For some volunteer roles within GMCC volunteers will be required to undergo an Enhanced DBS check. This is essential to ensure that we are compliant with our safeguarding procedures.

## **Successful completion of the application process**

- The volunteer will sign a volunteer agreement and be given access to current policies and procedures
- All volunteers will sign the GMCC code of conduct which sets out the standards required during their time with us
- Induction training will be given

## **Monitoring and review**

This policy will be reviewed annually

Last date of review: August 2018