



Volunteer Recruitment Policy

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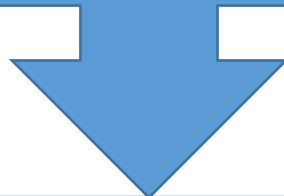
Interest

If you are interested in volunteering you can view our current Volunteer Opportunities on our website and get in touch by email, over the phone or speak to a member of Ulster Wildlife staff.



Taster Day

In many cases, if interested, you will be invited to come along to one of our volunteering tasks to give you an idea of what the volunteer task with Ulster Wildlife is all about. This also gives the Volunteer Coordinator a chance to assess your needs and how good a fit Ulster Wildlife can provide. For some roles, a more formal application may apply and this will be detailed in the volunteer role description.



Registration Form completed

If you wish to become a regular volunteer, the Volunteer Coordinator will give you a Registration form for completion and will add your details to our secure Volunteer Database. You will also be signposted to our Volunteer Handbook and Policies, available on our website or by hard copy if required.



Induction

On your first day volunteering, you will receive an Induction from either the Volunteer Coordinator or appropriate member of staff. The Induction may take place offsite where the volunteer role will be carried out and will include health and safety information.



Settling in period (after completion of four volunteering sessions)

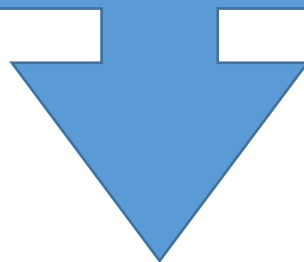
This gives you and the Volunteer Coordinator/Supervisor the opportunity to decide if the volunteering is right for you.



Review

After the settling in period, the Volunteer Coordinator reviews your volunteer position with an informal chat or meeting. This gives you an opportunity to express any concerns or needs that you have with regard to volunteering. This also allows the Volunteer Coordinator to suggest alternative options, or signpost you to a different organisation, if they, or you, believe that volunteering in that role or with Ulster Wildlife is unsuitable.

Please note, the Volunteer Coordinator reserves the right to refuse, at any time, any volunteer who breaks the 'Volunteer Health & Safety Policy and Code of Conduct', or behaves in any way that threatens others and/or the reputation of Ulster Wildlife. Ulster Wildlife will follow procedures laid out in the 'Dealing with Problems Volunteer Policy'.



Training, supervision and informal support

This will be provided at each session by the task leader. Formal training opportunities may arise throughout the year and will be highlighted by the Volunteer Coordinator/Supervisor.



Regular reviews

Regular informal 1-1s will take place between you and your supervisor. The Volunteer Coordinator will review your volunteering with you each year to see how you are getting on. This gives you and the Volunteer Coordinator the opportunity to raise any concerns or needs and also praise and thanks to you, the volunteer! This will be done informally through an arranged meeting.

Please be aware that the Volunteer Coordinator is more than happy to discuss any volunteering related matters at any time, during tasks or in a different setting.