



Community Voluntary Service Information Sheet

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Planning a Volunteer Opportunity

Planning needs to take place before recruiting for a volunteer opportunity.

It is important to be clear why your organisation is involving volunteers. Consider:

- What tasks might they do?
- What are the benefits to the organisation, its users and volunteers themselves?

We suggest that you liaise with colleagues so that everyone knows what is going on, and particularly how to deal with enquiries if the person responsible for co-ordinating volunteers is unavailable.

You will need to know the following:

- ✓ What your volunteer policy says about the role of volunteers in the organisation
- ✓ The arrangements for providing support, training, expenses, insurance and other practical matters
- ✓ That there are sufficient resources to involve volunteers, for example:
 - Is there sufficient office space?
 - Is money available for expenses?
 - Is any equipment necessary to undertake the role?
- ✓ The procedure for appointing a volunteer. For example:
 - Will there be an interview,?
 - Is a DBS check required before the volunteer can start?
 - Does an application form need to be completed?
 - Will there be an induction meeting ?
- ✓ How the role will be broken down into specific tasks where necessary
- ✓ Whether particular skills or experience is essential for the role (taking care not to be unnecessarily rigid about what is required)

Contact Paul Atkin on 01234 354366 or email paul@cvsbeds.org.uk if you would like help with planning your opportunity.

Ready to recruit?

First, register with us on our online recruitment system at Volunteer Connect. You will then be able to add your vacancies to the system and be in control of when they are active, and correspond with potential volunteers. Email paul@cvsbeds.org.uk or give us a ring on 01234 354366 if you would like an overview of the system, or to discuss further ways of promoting your opportunities.

Strengthening local social action