

## **VOLUNTEER RECRUITMENT AND SELECTION**

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### **Finding Volunteers**

How do I find volunteers?

The Volunteering Service is the first place to start. We can help you recruit by:

- ❑ Advertising on the Volunteering Service website – [studentsunionucl.org/content/volunteering](https://studentsunionucl.org/content/volunteering)
- ❑ Including your project in the Volunteering Service Newsletter
- ❑ Inviting you to our Volunteer Fairs
- ❑ Post an item about your project in the news section of the UCLU's webpages.

However, there are other ways you should consider, for example –

- ❑ Volunteering Society – might be able to promote your project to their members.
- ❑ Clubs and Societies – could your project be of interest to members of a particular club or society? If so, we can put you in touch with them.
- ❑ UCL departments – are you trying to recruit students from a particular course – for example, law or medicine? Ask the Departmental Administrator if you can put up posters or get an email sent around to the department's students.
- ❑ Word of mouth – ask your friends if they know of anyone who is interested. Get them to spread the message.
- ❑ Write an article for Pi Magazine.
- ❑ Create a Facebook group or Twitter Feed.

### **Recruiting a diverse team of volunteers**

When you're recruiting, you should think about how you'll involve people from different backgrounds and with different skills and experience. Having a diverse volunteer team means that your project will benefit from different perspectives, which will help ensure that your work is relevant.

By diversity, we mean ensuring that you have a fairly representative mix of students in terms of ethnic origin, gender, UK / international students, undergrad / postgrads, faculty, age, disability and sexuality.

Ways to recruit a diverse team include:

- Checking that the language you use in your advertisements is inclusive and welcoming.
- Trying to ensure that you use images in your publicity that show people from a range of backgrounds.
- Thinking about how you can reach out to student groups who might be less likely to volunteer with you. This might include talking to Students' Union UCL's Liberation Officers ([studentsunionucl.org/representation/liberation](https://studentsunionucl.org/representation/liberation)), targeting specific academic departments, or working with UCLU's cultural societies.
- Monitoring – if only informally – the volunteers you're recruiting to see if you should try to improve diversity within your team.
- Be aware of how to use non-discriminatory language in your communications

As with anything in this handbook, please feel free to ask the Volunteering Service if you'd like further advice.

## **Volunteering Service Online Platform**

You must use the Volunteering Service's Online Platform to register and manage your volunteers.

You will need to add any student that you want to be a volunteer onto the system.

They'll then need to complete a registration form, including reference details and DBS status (if applicable)

You should use the platform to regularly check which volunteers have had their references and DBS forms returned. You can also see who has attended 'Volunteering with Children' training.

## **Selection**

You will need to consider how you are going to decide who should or shouldn't volunteer with you. Whatever system you choose, it should be transparent, treat everyone equally and fairly, and it should be appropriate for your project. In particular, you'll need to decide:

- ❑ Can anyone volunteer with you, or are there qualities, skills or previous experiences that people must have?
- ❑ How will you select?
- ❑ How many volunteers will you need?

It is also important that you write a clear description of each volunteer role that your project has and, if you are selecting, what the criteria are. You should only pick volunteers based on your criteria.

### Selection by interview

If you decide to interview prospective volunteers, you'll need to draw up a list of questions and ensure that all applicants are asked the same ones. You'll also need to book rooms and decide who'll be doing the interviewing.

### Selection by application

If you decide to have a written application process, you'll need to decide whether there will be a structured series of questions, or if you'll ask applicants to provide a CV and a written statement.

If you'd like any advice, please ask your Volunteering Service Supervisor.

