



**PROSTATE
CANCER UK**

Recruitment and Selection Policy

Policy Statement

We are committed to ensuring that our volunteering opportunities are free from discrimination on any grounds. We welcome volunteer applications from all areas of the community. People volunteer with us for a large number of reasons, bringing with them their experience, skills and dedication. We respect and welcome the opportunity to utilise this wealth of good will.

Purpose

The purpose of this policy is to set out our approach to recruitment and selection. The function of the policy is to ensure:

- A standard approach is adopted for the recruitment of all volunteer positions
- Volunteer positions are filled with the best possible candidate/s
- All selections are fair and equitable/based on merit
- Recruitment and selection processes adhere to the Equal Opportunity Policy
- We demonstrate commitment to equality, diversity and fairness

Scope of the Policy

This policy will apply to all volunteers.

Definitions

For the purpose of this policy, we define recruitment as “a process for defining and advertising volunteer roles” and selection as “a process for appointing suitable candidates for volunteer roles including application, shortlisting, interview and decision making.”

Policy in Practice

The volunteer recruitment and selection process is closely linked to the Diversity and Equality policy. An open and inclusive recruitment process will ensure that we have a greater choice of experience, knowledge and interest from which to choose from. It has also been proven that a diverse workforce leads to better retention, a better understanding of different communities and a more creative mix of people.

Volunteer Recruitment Process

All potential volunteers will go through a recruitment and selection process that is appropriate to the role. We use registration forms, informal chats/ interviews and references where appropriate. Additional measures may be implemented depending on the nature of the volunteer role. We will base our selection on the ability of each applicant to fulfil the role concerned, taking into account any potential effect the volunteer may have on the safety of all parties, our brand and reputation.

The following procedures will be followed:

Role Descriptions

- The functions will identify the need for volunteers and the roles to be undertaken.
- Role descriptions are developed for all volunteering roles with input from both function and the Volunteer Engagement Team.
- Role descriptions should not overstate the requirements of the role but will clearly outline the role and the criteria needed to perform the duties effectively.
- The assigned Volunteer Engagement Team member will assist in the development of the role and set out a plan for recruitment of volunteers.

Advertising

A range of advertising opportunities will be utilised to try to attract volunteers of a variety of ages and from diverse backgrounds. Consideration should be given to innovative advertising campaigns suitable and appropriate to the likely market of volunteers.

- Once the role description is agreed it can be advertised appropriately
- The wording of advertisements will reflect the role description and be clear on selection criteria that might exclude candidates from the role, e.g. geographical location, or time from diagnosis of prostate cancer.
- All opportunities for volunteers will be advertised widely, fairly and openly, as far as is practicable
- All roles should (if appropriate) be publicised on the Prostate Cancer UK website
- Some roles will be advertised in volunteer centres and on social media
- We will endeavour to work with partners to ensure our volunteers represents the diversity of the UK population

Application

- All volunteers are required to complete and submit a volunteer registration form
- Some roles require the names of two referees
- Some specific roles will require supporting statements
- Receipt of applications - All completed registration forms will be forwarded to the Volunteer Engagement Team member recruiting
- Volunteer Engagement Team member will then forward registration form to recruiting function

Shortlisting

- Will usually be carried out by the recruiting manager from the function and the Volunteer Engagement Team member
- Equal opportunities monitoring forms will be separated prior to selection and used for monitoring purposes only.
- The selection criteria will be based on the criteria in the role description and applied equally to all candidates. Candidates will be selected based on how their skills and knowledge match the selection criteria.
- Selection and interviewing where required will always be carried out by more than one person including one person from the volunteering team.
- Volunteers will not be selected based on their name, age or gender, disability, ethnic origin, religion or sexual orientation.

- Unsuccessful applicants will be informed and provided with the contact details of a Volunteer Engagement Team Leader to explore alternative volunteering opportunities.

Interviews

- Will usually be carried out by recruiting manager from the function and a member of the Volunteer Engagement Team
- To ensure good practice, consistency and fairness, interviewers will be provided with in-house training and support from the Learning and Development Team.
- The interview provides the opportunity to obtain information from listening to oral responses and from observing the applicant throughout the interview process.
- Interview questions will relate to the requirements of the role and all applicants will be asked the same questions. The interview is a two way process and candidates are encouraged to ask questions about the role.
- A final decision must be reached by consensus, to which each interviewer should contribute equally.

Decision Making

- The selection of new volunteers will be based on the role requirements and the individual's suitability and ability to do the job in question. All applicants will be treated equally.
- When assessing the suitability of a volunteer for a particular role, no decision will be taken which cannot be objectively justified.
- Assumptions will not be made about an individual's ability to perform tasks without reasonable evidence.
- Unsuccessful applicants will be informed and provided with the contact details of a Volunteer Engagement Team Leader to explore alternative volunteering opportunities.
- The effectiveness of our volunteer recruitment procedures will be continually reviewed and may be altered in light of experience, circumstances and legislative change.

REVIEW HISTORY		
Name	Role/Position	Date approved
Caroline Mark	Head of Volunteer Engagement	Version Two Reviewed: October 2017
		Review date October 2019