

# Volunteer Recruitment

## Interest

If you are interested in volunteering you can get in touch by email, over the phone or speak to a BHP member of staff at any BHP event or volunteer task.



## Interest Form completed

If you wish to volunteer, the Volunteer Officer will give you the BHP Volunteer Information Pack and ask you to complete the Interest Form.



## Turn up and try

Once the Volunteer Officer receives your Interest Form, they will add you to the volunteer task mailing list. You may then come along to a task and get an idea of what a volunteer task with the BHP is all about. This also gives the Volunteer Officer a chance to assess your needs and how good a fit the BHP can provide.



## Settling in period (4 tasks)

This gives you and the Volunteer Officer the opportunity to decide if the volunteering is right for you.



## Review

After the settling in period, the Volunteer Officer 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 Officer to suggest alternative options, or signpost you to a different organisation, if they, or you, believe that volunteering in that role or with the BHP is unsuitable.

*Please note, the Volunteer Officer 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 the Belfast Hills Partnership. The BHP will follow procedures laid out in the 'Dealing with Problems Volunteer Policy'.*



## Training, supervision and informal support

Provided at each session by the task leader. Formal training opportunities may arise throughout the year and will be highlighted by the Volunteer Officer.



## Regular reviews

The Volunteer Officer will review your volunteering with you each year to see how you are getting on. This gives you and the Volunteer Officer 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 Officer is more than happy to discuss any volunteering related matters at any time, during tasks or in a different setting.