



Registration and Recruitment Process

We would like to recruit volunteers who meet the requirements of the role descriptions relevant to the area of volunteering in EBM. Volunteer placements are made on the suitability of the volunteer to carry out the particular role.

Recruitment of volunteers will take place when sufficient and effective induction, training and supervision can be offered. There may be times when we receive more offers to volunteer than required in a specific area in which case we will encourage volunteers to apply for another area.

EBM will retain sole discretion on decisions to appoint or reject persons for volunteering on the basis of their suitability for volunteering for the role they apply for, the law and EBM's policies and procedures.

The application and recruitment process is outlined below:

- Volunteer opportunities are promoted widely and we will endeavour to make recruitment and selection materials widely accessible and available. We operate a fair, effective and open system in the recruitment and selection of volunteers and treat all information obtained in this process as confidential.
- EBM will make reasonable adjustments for volunteers with disabilities. This will be in accordance with our legal obligations to maintain a safe environment for volunteers, staff and visitors.
- EBM accepts volunteers with criminal convictions; however EBM may refuse someone who declares an unspent conviction when the conviction is relevant to the role they apply for.
- We aim to provide role descriptions that take account of the diverse skills, abilities, life experiences and availability of our volunteers.
- All volunteers must complete a Volunteer Registration Form which can be obtained on the volunteering page under the Registration and Recruitment information, from

the Administration Department of EBM and individual Restore Shops. This Registration Form should be returned to the EBM Administration Department.

- Following this a discussion will be arranged with the prospective Volunteer and the designated Project Volunteer Supervisor to find out why they wish to volunteer, their specific skills and experiences and what they hope to achieve. If agreement is reached EBM will require two satisfactory references before the volunteer can commence and in addition depending on the nature of the role, an AccessNI/Early Years check.
- The start date and specific hours/days to be worked will be agreed with the Volunteer Supervisor and a Volunteer Agreement issued and signed by both parties.
- The volunteer will commence subject to a **six week settling in period**. This will allow additional support to be given to the Volunteer during this period. Following this a review meeting will be held with the Volunteer Supervisor to ensure that all parties are happy with the arrangement.
- The Volunteer Supervisor will be responsible for ensuring a suitable induction including an introduction to EBM, a health and safety induction and an overview of tasks/roles of a volunteer within their area.
- Volunteers will be supported in developing their skills and will be provided with training relevant to their role.
- On-going support will be provided to the volunteers by way of periodic review meetings with their Volunteer Supervisor.