



Registration and Recruitment Process

The application and recruitment process is outlined below:

- 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.
- 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.