



Volunteer Recruitment and Selection Policy

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The Institute for Social Value (ISV) is committed to upholding the highest standards of integrity, courage, leadership and collaboration. The following policy outlines how volunteers will be recruited and selected. This policy applies to all volunteers and is guided by relevant policy and legislation. Although some of the legislation refers specifically to charities, the Institute for Social Value is a not-for-profit organisation that works in line with charity regulatory standards to maintain high standards within the sector.

We welcome volunteers from all backgrounds, subject to meeting essential criteria. We particularly encourage applications from underrepresented groups.

This policy outlines our approach to recruiting, selecting and supporting volunteers. It aims to help individuals find a role they will enjoy and where they can contribute meaningfully to our work.

Roles vary widely – some require a significant time commitment and relevant qualifications or experience, while others may simply involve offering time and willingness to help.

Promoting Opportunities

We promote volunteering opportunities through a range of channels:

- Our website
- Our newsletter

- Direct member communications
- Promotion at webinars and speaking events
- Social media
- Networks of professionals and organisations within our community

We are committed to making our opportunities accessible. For some audiences, we may provide information in alternative formats or additional languages and ensure accessibility for people with disabilities.

Recruitment

All prospective volunteers will go through an application process. We follow safer recruitment practices, including:

- Informing applicants of our commitment to safeguarding
- Conducting appropriate pre-volunteering checks, including DBS (where appropriate), references and qualifications (where relevant) and identity verification
- Ensuring all volunteers receive appropriate training for their role

If a volunteer role involves working in a professional capacity, the individual must have up-to-date training and engage in Continuous Professional Development (CPD)

All volunteers supporting vulnerable people are required to complete safeguarding training at Level 1 or 2, which we will pay for. Anyone working with children or vulnerable adults will be supervised.

Induction

All volunteers will receive a structured induction, which includes:

- Completion of relevant checks, and an overview of our policies and procedures
- Introduction to safeguarding policies, including DBS and training requirements where applicable
- Verification of identity and right to work
- Welcome and orientation session, including an introduction to our work

- On-the-job training (where relevant)
- Ongoing support, supervision and refresher training where needed

Selection

Essential Requirements:

- Commitment to our vision, mission and values
- A willingness to support and contribute as part of our wider team
- Sufficient time and flexibility to carry out the responsibilities of the role
- Where applicable, specific qualifications, experience or legal requirements (e.g. professional licences)

Volunteers in leadership or specialist roles may also be required to complete additional, relevant training.

We will provide, or ensure access to, relevant and refresher training as needed.

Desirable Skills and Experience:

- Experience relevant to the volunteering role
- Professional qualifications or sector experience
- Ability to work independently and collaboratively
- Strong interpersonal skills
- Clear and confident communication

Exceptions

We aim to welcome all who wish to volunteer with us. However, in some cases, this may not be possible – for instance:

- If you do not have the legal right to volunteer in the UK. Some visa holders, asylum seekers or refugees may be restricted from volunteering.
- If the role you are interested in requires qualifications or experience you do not currently have, and this is a legal or safety requirement.

Such cases are rare, and we will always do our best to explore suitable alternative roles.

Version Control – Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Isabelle Parasram OBE	June 2025	Initial draft approved	Annually

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Additional Guidance

Charity Commission – How to manage your charity’s volunteers

<https://www.gov.uk/guidance/how-to-manage-your-charitys-volunteers>

Fundraising Regulator – Volunteers

<https://www.fundraisingregulator.org.uk/code/working-with-volunteers>

Health and Safety Executive – Volunteering: how to manage the risks

<https://www.hse.gov.uk/voluntary/index.htm>

Gov.uk – DBS checks: guidance for employers

<https://www.gov.uk/dbs-check-requests-guidance-for-employers>

NCVO – Involving Volunteers: Practical guidance on volunteer management

<https://www.ncvo.org.uk/help-and-guidance/volunteering/>

Volunteer Scotland (if working UK-wide)

<https://www.volunteerscotland.net>

Disclosure and Barring Service (DBS) homepage

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

ICO – Data protection for volunteer management

<https://ico.org.uk/for-organisations/charity/>