



# مبرة الشاكري للتكافل الاجتماعي

Shakiry Charity for Social Solidarity

(Ex Iraqi Charities Forum)

(رابطة المبرات العراقية سابقاً)



## VOLUNTEER RECRUITMENT POLICY

### INTRODUCTION

1. This document represents the Volunteer Recruitment Policy and Procedure for **Shakiry Charity for Social Solidarity (SCSS)** as amended on 8<sup>th</sup> October 2018

### 2. AIM

2.1. Our aim is to empower volunteers by providing an opportunity to gain work experience, and enable them to contribute to the development of the Charity.

### 3 OBJECTIVES

- To enable volunteers to attain basic skills which will allow them to gain paid employment
- To ensure that the quality of service provided by volunteers meets the high standards of Shakiry Charity for Social Solidarity.
- Where relevant, we encourage volunteers to engage in external training course and seminars (at no cost to themselves).
- IT support is provided to Volunteers.
- Committed Volunteers are issued with Certificates of Competency.
- To provide induction and regular supervision.
- Volunteering at Shakiry Charity for Social Solidarity should be meaningful and enjoyable for volunteers.

### 4. PURPOSE

The Employment Protection (Consolidation) Act of 1978 defines a volunteer as “a person who willingly and without coercion undertakes work on behalf of others outside the immediate family, or for the wider community, without financial gain”.

Keeping in line with the Equal Opportunities Policy, Shakiry Charity for Social Solidarity will consider all volunteers recruited as equal members of staff, and will ensure the following:-

4.1 Shakiry Charity for Social Solidarity **will cover travel and lunch expenses for all volunteers**

4.2 Volunteers will be given clearly defined responsibilities as outlined in the role description.

- 4.3 Good time keeping will be expected from all volunteers (the volunteering days and hours to be agreed with SCSS).
- 4.4 The office line manager should be informed before 10.00am on any volunteering day of any reason for absence.
- 4.5 Strict confidentiality will be maintained with regard to personal details of volunteers.
- 4.6 **Shakiry Charity for Social Solidarity** will comply with the Health and Safety at Work Act 1974, to provide and maintain a working environment for all volunteers that is safe, without risk to health, and with adequate arrangements for the welfare of all staff and volunteers
- 4.7 All volunteers are expected to be in agreement with the Aims, Objectives, Policies and Procedures of Shakiry Charity for Social Solidarity.



## **VOLUNTEER RECRUITMENT PROCEDURE**

### **Engaging a volunteer**

1. The volunteer role must be documented with roles and job specifications clearly defined in order that the volunteer understands the role that is required from him/her.

Heads of the Department will be responsible to ensure that the information is correct, and that a volunteer is engaged on the basis that they have the necessary qualifications and experience to carry out the work required.

#### **Current Heads of Departments:**

Administration	Mr Kamil Sharifi
Accounting & Finance	Mr Rasoul Shahrestani
IT and Website management	Mr Rasoul Shahrestani
Fundraising	Mrs Layla Hussein

### **2. The Selection Process will be as follows:**

- a. Volunteer post advertised. Applicant responds by email/phone call/visit to Shakiry Charity office and requests an Application Form
- b. Applicant either visits the offices and completes the Application Form and submits together with his/her CV (if available), or the Form can be sent on-line for the Applicant to complete and return together with the CV. (Note: Dependant on the volunteer role, lack of a CV may raise concern as to the Volunteer's qualifications and experience.
- c. Application Form is studied to ensure that the Applicant has the necessary qualifications to fit the role requirements.

**NOTE COMPLETION OF AN APPLICATION FORM DOES NOT CONSTITUTE AN INTERVIEW AND IS NOT THE BASIS ON WHICH TO ENGAGE THE VOLUNTEER.**

- d. Telephonic interview to be done by Mr K. Sharifi (Arabic/English) or Mrs P Adams (English)
- e. Formal interview at charity offices. Three interviewers to be present at all times comprising Head of Department, Mr K Sharifi and Mrs Pamela Adams
- f. References to be cross checked.

g. Subject to reference checks being positive, the Applicant will then be offered the specified Volunteer post and will be required to enter into a Volunteer Agreement. Start date to be agreed upon.

h. Volunteer Induction to be carried out on first day of volunteering.

### **3. Documents for volunteer file:**

- a. Job Description
- b. Volunteer Application Form and CV
- c. Completed Interview questionnaire, or telephonic interview
- d. Reply from reference checks
- e. Signed Volunteer Agreement indicating commitment to hours of volunteering and start date.

### **4. Conditions**

- a. Volunteers must commit to a minimum of 3 (three) months service. (Note we will no longer accept short stay volunteers.)
- b. Official office hours are 10.00a.m. – 17.00p.m.
- c. The Charity does not discriminate against disabled volunteers. However, as the facilities at our offices do not provide for wheelchair and disabled persons, we will not be able to engage such Volunteers.
- d. Volunteers will be compensated for travel expenses up to a maximum of £5.00/day. Receipts to be submitted for claim.
- e. Volunteers will be entitled to claim for lunch expenses provided that on the day concerned they volunteer up to 3 (three) hours in time. Maximum claim for lunch expenses is £5.00. Receipts to be submitted for claim.