



Uganda Croydon Catholic Community (UCCC) Volunteer Recruitment & Selection Policy

UCCC welcomes all volunteers nationally and overseas to provide such support to the organisation. We welcome volunteers from all communities.

This policy details our procedures and will be applied, as appropriate, to help each volunteer find and match the role he/she would most enjoy, and which will enable him/her to contribute most to our work. This requires a substantial time commitment, professional qualifications where necessary, required experience, and the willingness to join in and provide support to UCCC in its various activities. Such voluntarism is solely aimed at supporting UCCC to achieve its aims and objectives as outlined in its constitution.

UCCC Policies

All volunteers MUST adhere to all UCC policies including but not exclusive to:

- Safeguarding Policy
- Code of Conduct
- Violence, harassment, and Bullying
- Confidentiality
- Training Policy
- Refund Policy

Promotion

UCCC will employ various ways to promote and encourage people to provide voluntary services Including:

- Via our website and Social Media Handles
- Other Ugandan Communities
- Request to use funders websites.
- Local community groups and foundations.

- Other groups relevant to our activities such as local churches
- Local town/village/community groups.
- Posters in village/town, churches or mosques, doctors' surgeries, and shops.
- Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services and charities.

Recruitment

All potential volunteers will be interviewed. We follow safer recruitment practices including but not exclusive:

- Inform candidates of our commitment to safeguarding those in our care and strictly adhering to our Safeguarding Policy.
- Plan our recruitment timeline to ensure we have enough time to vet each candidate.
- Volunteers have to undergo strict vetting procedures before appointment.
- Carry out pre-employment checks, including DBS checks, qualification checks, reference checks and identity checks.
- Ensure volunteers are appropriately trained for their duties.

If working in a professional capacity, you must have up-to-date relevant training and undertake refresher training every 2 years.

- We encourage all volunteers working with vulnerable people to undertake training to Level 1 or 2.
- Everyone working with vulnerable adults or children will be supervised.

Induction

The process will entail the following but not exclusive:

- Checks and administration, including policies and procedures.
 - Induction into our safeguarding procedures and:
 - If applicable, relevant DBS checks and any safeguarding training required.
 - Relevant identity and right to work checks.
- Welcome and induction into our work, by a team member.

- Welcome and induction and/or on-the-job training for their role, by a team member from that area, including health & safety at work, such as fire procedures.
- Ongoing support and mentoring, supervision, and refresher training, as required or recommended.

Selection

Mandatory Requirements

- A commitment to our work.
- A desire to help and be kind to others.
- Sufficient time/flexibility to be able to carry out his/her role.
- Where a role specifically requires professional qualifications, experience or accreditation, or other requirement, such as a licence to practice.
- Should not hold more than one positions in the organisation.
- For those applying for leadership roles, should not have a leadership position in any other organisation to minimise chances of conflicting interests.
- Good professional and character references including one from the most recent role.

Desirable Skills and Experience

- Knowledge of, or experience of working in a charity, or role relating to your volunteering role.
- Relevant professional qualifications or experience.
- Ability to work independently and as part of a team.
- Strong interpersonal and people management skills.
- Good communication skills, able to get on well with people and to ask questions positively.

Exceptions

We welcome anyone who wishes to volunteer to help UCCC to achieve its aims and objectives. However, there are some circumstances where this may not be possible. For example:

- You must have the right to work and leave in the UK.
- You must meet the relevant criteria for role you have applied for.

This policy will be reviewed annually or as and when necessary – 02/06/2024.