

EQUAL OPPORTUNITY, RECRUITMENT AND SELECTION POLICY FOR VOLUNTEERS

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Introduction and background

The Brain Tumour Charity recognises that discrimination in the workplace in any form is unacceptable. Our Equal Opportunity, Recruitment and Selection Policy is to ensure that all volunteer applicants and volunteers are treated fairly and without favour or prejudice. This policies applies to all areas of recruitment and selection of volunteers.

We welcome volunteer applications from all areas of the community. People volunteer with us for a large number of reasons, bringing with them experience, skills and dedication. We respect and welcome the opportunity to utilise this wealth of good will. We are committed to ensuring that in all situations people will be judged on merit, ability and suitability for the role.

We ask each and every staff member and volunteer to observe and abide by this policy at all times.

The Charity's commitment to equal opportunities for volunteers:

- The Charity will endeavour to ensure we reach the widest cross section of the community, all volunteer vacancies will be advertised through the appropriate agencies, or independent media, as well as being advertised internally.
- We will take all possible steps to ensure that no volunteer applicant or volunteer receives less favourable treatment on the grounds of race, colour, nationality, ethnic, or national origin, gender, marital status, sexual orientation, disability, political opinion/affiliation, age religion or belief.
- Our application process will be as simple and straightforward as possible and we will not ask for unnecessary information.
- Each and every team member has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the Charity.
- The Brain Tumour Charity recognises that harassment in the workplace is unacceptable and often unlawful. We are committed to providing an environment that is harmonious and acceptable to all.
- The Volunteer Concerns and Complaints Policy is available to any individual who believes that they have been discriminated against, and we would urge those individuals to pursue any grievances through this channel.

Volunteer recruitment process

An open and inclusive recruitment process will ensure that we have a greater choice of experience, knowledge and interest from which to choose.

All potential volunteers will go through a recruitment and selection process that is appropriate to the role. We use registration forms, initial meetings/ interviews and references where appropriate. Additional steps may be utilised depending on the nature of the volunteer role. We will base our

selection on the ability of each applicant to fulfil the role concerned, taking into account any potential effect the volunteer may have on the safety of all parties, our brand and reputation.

The Charity will follow the below procedure:

Role descriptions

- The tasks to be performed by volunteers will be clearly defined in a role description that outlines the purpose and expectations of the role.
- Role descriptions are developed for all volunteering roles with input from both the functional team and Volunteer Engagement Team
- Role descriptions should not overstate the requirements of the role but clearly outline the role and criteria needed to perform the duties effectively.
- The Volunteer Development Manager and Volunteer Coordinators will develop a plan for recruitment of volunteers.

Advertising

- Once the role description is agreed it can be advertised appropriately.
- A range of advertising opportunities will be utilised to try to attract volunteers of a variety of ages and from diverse backgrounds.
- The wording of advertisements will reflect the role description and be clear on selection criteria that might exclude candidates from the role, e.g. geographical location, age.
- Role descriptions will include positive action statements to encourage applications from underrepresented groups, for example: *We particularly encourage applications from [protected characteristic(s)], who are currently under-represented within The Charity within these areas.*
- All opportunities for volunteers will be advertised widely, fairly and openly, as far as is practicable
- All roles should (if appropriate) be publicised on The Brain Tumour Charity's website
- Some roles will be advertised in volunteer centres and on social media
- Wherever possible we will work with partners to widen the reach of our advertising, to ensure our opportunities reach a diverse audience and that volunteers represent the diversity of the UK population.

Application process

- All volunteers are required to complete and submit a volunteer registration form
- Some roles require the names of two referees
- Some roles will require supporting statements
- All completed registration forms will be sent to the Volunteer Development Manager
- Volunteer Development Manager member will then forward registration form on to the Volunteer Coordinator

Shortlisting

- Shortlisting will be carried out by the Volunteer Development Manager and Volunteer Coordinator
- Any Equal opportunities monitoring information will be separated prior to shortlisting and used for monitoring purposes only.
- The selection criteria will be based on the criteria listed in the role description and applied equally to all candidates. Candidates will be selected based on how their skills and knowledge match this criteria.
- Selection and interviewing, where required, will always be carried out by more than one person including one person from the volunteering team.
- Volunteers will not be selected based on their name, age or gender, disability, ethnic origin, religion or sexual orientation.
- Unsuccessful applicants will be informed and provided with the contact details of the Volunteer Development Manager to explore alternative volunteering opportunities.

Interviews

- Interview will usually be carried out by the Volunteer Development Manager and Volunteer Coordinator
- To ensure good practice, consistency and fairness, interviewers will be provided with in-house training on our Learning Management System. All staff are also asked to complete The Charity's equality and diversity training.
- The interview provides the opportunity for The Charity to obtain information about the applicant, both by listening to oral responses and observing the applicant throughout the process.
- Interview questions will relate to the requirements of the role and all applicants will be asked the same questions. The interview is a two way process and candidates are encouraged to ask questions about the role.

Decision Making

- A final decision must be reached by consensus, to which each interviewer should contribute equally.
- The selection of new volunteers will be based on the role requirements and the individual's suitability and ability to do the job in question. All applicants will be treated equally.
- When assessing the suitability of a volunteer for a particular role, no decision will be taken which cannot be objectively justified.
- Assumptions will not be made about an individual's ability to perform tasks without reasonable evidence.
- Unsuccessful applicants will be informed, given feedback on why they were unsuccessful and provided with the contact details of the Volunteer Development Manager to explore alternative volunteering opportunities.
- The effectiveness of our volunteer recruitment procedures will be continually reviewed and may be altered in light of experience, circumstances and legislative change.

Induction

All new volunteers will be provided with an opportunity to access an induction, which will cover the work of the organisation and information/ training relevant for their role. Attention will be given to ensuring that each volunteer has a level of training sufficient to the role they will be undertaking, and that they are aware of key policies including Health and Safety, Equal Opportunities, Safeguarding and Confidentiality.

There will be a one month settling in period (which may be varied by agreement between the volunteer and the Volunteer Coordinator). This provides an opportunity for both the volunteer and The Charity to establish if the role is a good match. During this period the Volunteer Coordinator will also help the volunteer to identify any additional training or support needs.

Non Harassment Policy

The Brain Tumour Charity recognises that harassment in the workplace in any form is unacceptable and in most cases is also unlawful. We are committed to providing an environment which is harmonious and acceptable to all.

It is the duty of each member of the team, both staff and volunteers, to respect the feelings and well-being of all their colleagues. What might be acceptable to one person might be upsetting and/or intimidating to another person. Harassment is unacceptable language or behaviour, which causes the recipient of such actions to be embarrassed, offended, or threatened. Harassment can take many forms and can range from relatively mild banter to actual physical violence.

The Charity understands the sensitive nature of complaints of harassment, but would urge any individual if they feel that they are the victim of such behaviour, to implement the Volunteer Concerns and Complaints Procedure in order that the situation can be satisfactorily resolved. Individuals are assured that should they raise such a grievance that the matter will be dealt with promptly in a discreet and caring manner.

Involvement of ex-offenders

As an organisation committed to equality and diversity, we recognise the contribution that all people can make as volunteers and we welcome expressions of interest from everyone. We recognise too that many potential volunteers have criminal records and are reluctant to apply for voluntary work where this would involve the disclosure of their record. We understand that people are often embarrassed about their cautions and convictions and/or fear they will not be treated fairly because of them.

If The Charity does ask about criminal records, we will handle the information you provide in confidence. Should you disclose them, we will not take into account convictions deemed spent under the Rehabilitation of Offenders Act, unless the voluntary position is exempt from the Act.

If the position is exempt from the Act, we will ask for disclosure of both spent and unspent convictions, and also cautions, reprimands, and final warnings. If the voluntary application is successful, we will also ask the applicant to agree to a DBS check. If a Disclosure confirms what the applicant has already told us, we will confirm your appointment. If the Disclosure reveals information that The Charity was not previously aware of, we will discuss the matter with the applicant before making a final decision. For further information about your rights in relation to Disclosure applications, and our responsibilities to you, please download the Code of Practice from the government website:
<https://www.gov.uk/government/publications/dbs-code-of-practice>.

The Charity works on the assumption that people apply for voluntary positions do so for positive reasons (i.e. to meet new people, to develop new skills, to make a difference) and that they have no ulterior motive in seeking such work. The Charity will wherever possible provide opportunities for people, and do so in ways that will not put volunteers or our service users at risk.