

MSH UK, Nepal and Peru ('MSH')

Volunteer Recruitment Policy

Updated – 9 February 2015

Staff Involved: Volunteer Coordinator, Project Director

Stage 1 - Advertising for Volunteering Opportunities

- Unfilled vacancies will be advertised on a range of websites that specialize in recruiting for volunteering posts.
- MSH encourages applications from people of all backgrounds regardless of race, ethnicity, gender, sexuality or religious background. MSH is committed to implementing equal opportunities and to ensuring that its practices and procedures facilitate equal access to its services and to volunteering with the organisation.
- We are currently only able to accept applications from adults aged 18 years or over. There is no upper age limit.

Stage 2 - Accepting applicants for consideration

- Applicants complete an application form, including references (2), criminal record disclosure and proof of qualifications, forms will not be considered until all the information has been sent via PDF signed copy.
- Volunteer Coordinator checks through details on the application form to establish if the applicant is suited to the scheme
- Volunteer Coordinator can request further information if necessary in order to assist in assessing the application.
- If applicant does not qualify then this will be discussed with the Project Director. The applicant will then be contacted in writing to explain full reasons for the decision within two weeks of the application being received.

Stage 3 – Short listing

- If there are a number of appropriate candidates for one position, a short listing process will be completed by the Volunteer Coordinator and Project Director.
- Short listing will first consider what areas of the job description requirements are fulfilled; it may be that at this point there is one person who is most qualified for the position.
- If necessary, a number of candidates may be selected for phone or Skype interview. This process will be completed by the Volunteer Coordinator and the Project Director who will meet after this to discuss who they feel is the strongest candidate.

- The final decision rests with the Project Director and reasons must be fully documented.

Stage 4 - Volunteering Offer

- The Volunteer Coordinator will contact applicants clarifying positions available and if this would fit with their working preferences. This email will also specify any programme fees that apply (if any).
- A response should be given within two weeks of receiving the application form.
- Prospective volunteers will be asked to inform MSH if they no longer plan to apply to the scheme. In cases where there is no contact from the applicant for a month, their name will be removed from the prospective volunteering list and will be archived. This system will apply at all stages of the process when MSH is awaiting a response from a prospective volunteer.

Stage 5 - Confirmation of Volunteering

- Once a volunteer confirms that they are happy with the position offered and the programme fees (if any), they will be sent a Confirmation Letter.
- The Confirmation Letter will be sent within two weeks of a volunteer confirming their dates of travel.
- Once complete, the Confirmation Letter will state the nature of the volunteering opportunity, the programme costs (if any), the dates of arrival and expected departure and the prospective volunteer's insurance details.
- Volunteers will also be asked to sign a liability release form that sets out limitations in liability for MSH in respect of the charity's relationship with the volunteer.
- All forms and documents required will be signed and returned as PDF copies.