

Friends of MV Freedom - Registered charity No 283955.

Recruiting Policy & Procedure

1. Background

As a charity, Friends of MV Freedom is totally reliant on volunteers to staff, manage, support and enable it to deliver its mission of *“Providing Access to the Sea for those living with Disability”*. The Charity is not a business so some of the normal workplace recruiting practices and processes are not appropriate or necessary for it to identify and take on new volunteers. Vulnerable clients who we carry as passengers on MV Freedom (MVF) are mostly accompanied by personal carers or (adult) relatives.

2. Strategic Aim

The Strategic Aim of the recruiting process is:

“To identify individuals who aspire to the aims, culture and ethos of the charity and who have the skills, experience and aptitude to help deliver its objectives.”

In recruiting volunteers, a key objective is to ensure, as far as possible, that the Charity discharges its safeguarding duties by not taking on any volunteers who could pose a risk to our clients or other volunteers.

3. Roles: There are a variety of roles within the charity that include:

- Fundraiser.
- Boat Crew.
- Maintenance Crew.
- Volunteer - eg Bookings Officer.

The roles are not mutually exclusive, and a volunteer could fill a number of the roles. No matter what the role, the volunteer should strive to fulfil the Strategic Aim of this policy. Volunteers come to the charity from a variety of routes but all potential volunteers will go through the same recruiting process. There are additional requirements for Trustees and skippers set out in the Constitution and Skippers Qualifications Policy

3. Membership Secretary

The Charity's Constitution requires that the Membership Secretary is a Trustee. The Membership Secretary will lead, on behalf of the Charity, in the recruiting process.

4. Recruiting Process – Prior to acceptance:

- a. A potential new volunteer could make an approach in several ways. e.g., email, phone or in person. Any approach from a potential volunteer should be met with enthusiasm, courtesy, and professionalism.
- b. Once an individual has expressed an interest in becoming a volunteer, they should be referred to the Membership Secretary who will be responsible for contacting the potential volunteer, explaining the process, and confirming personal details. The Membership Secretary will have the lead in moving the process forward.
- c. The Membership Secretary will send the volunteer an application form and a copy of the Recruiting Policy. The completed application form should be returned to the Membership Secretary. Relevant skills and experience should be obtained from the applicant.

- d. The applicant will be required to provide details of a referee and photo proof of identity. The photo ID details will be recorded by the Membership Secretary on the Membership Database.
- e. The Membership Secretary will be responsible for contacting the referee to discuss the applicant. In particular, the Referee will be asked about the suitability of the applicant to work with vulnerable adults and children. The Membership secretary will make a written record of the conversation with the referee.
- f. At this stage the Membership Secretary will arrange for the applicant to meet one of the skippers and/or a Trustee on the boat. This will be an opportunity for the volunteer to see the boat close up and to get a flavour of what volunteering involves. It will provide the Charity with an opportunity to satisfy itself that the applicant fulfils the strategic aims of this policy. If the applicant wishes to be a fundraiser, then a meeting with the lead fundraiser will be arranged.
- g. The Membership Secretary will then notify the Trustees, either at a meeting or by email that an application has been received. The Membership Secretary will make a recommendation to the Trustees based on the Application Form, the applicants relevant experience, the Referee Interview and feedback from the existing member who has met the applicant.
- h. Trustees will, by way of a simple majority, either accept or reject the application.

5. Recruiting Process – Post Trustee Decision

- a. If the application is rejected the Membership Secretary will inform the applicant.
 - b. If the applicant is accepted the Membership Secretary *will take the following action*:
 - Inform the new member and send them a welcome letter.
 - Send the new member an electronic copy of the Volunteer Booklet.
 - Signpost the new member to the MVF Website and request that they read the Charities policies, with particular emphasis on the safeguarding policy.
 - Add the new members details to the Membership Database.
 - Organise the allocation of a mentor for the new member.
 - Obtain a Medical Self Declaration form from the new member (Boat Crew only).
 - Obtain details of next of kin and / or 'In Case of Emergency' (ICOE) contact details and add them to the ICOE list (see ICOE policy).
 - Advise the Crew Rota Officer, in the case of crew, of the contact details of the new member.
 - If the new member is crew, they will be factored into the pre-season training by the Training Coordinator.
 - If the new member joins mid-season, then the Crew Rota Officer will look for shadowing opportunities for the new member - with their mentor. The Secretary will send the new member electronic copies of the SOP's.
 - The Crew Rota Officer will liaise with the new member and Bosun re: crew uniform.
6. This Policy sits under the MVF Safeguarding Policy (Ver 3.0 Dated 15/02/2024) and should be reviewed in Jan 2026.