



PELVIC RADIATION DISEASE ASSOCIATION

Recruitment and Selection Policy

Introduction

This document relates to the recruitment and selection of volunteers for volunteer roles supporting the Pelvic Radiation Disease Association (PRDA)

Purpose

The purpose of this policy is to set out PRDA's approach to recruitment and selection and our commitment to equality, diversity, and fairness

Statement

We welcome volunteer applications from all areas of the community. PRDA will offer equal volunteer opportunities to all individuals without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, weight, appearance, or any other basis prohibited by UK law.

PRDA pledges to ensure that all stages of volunteer recruitment are carried out consistently and fairly. We are resolute to equality, diversity, and fairness. Volunteer positions are filled with the most suitable candidate and selection is based on merit.

Recruitment Process

Volunteers will be recruited via a process that is appropriate to the role. We use registration forms, informal chats/interviews, supporting statements and references where appropriate.

Role Descriptions

Full role descriptions will be provided detailing what the role involves, the time commitment expected, and any skills, experience or knowledge required to carry out

the role. Role descriptors will also highlight if a DBS check and/or references are required or not.

Advertising

We will use a range of means to advertise our volunteer roles to try to attract volunteers of a variety of ages and from diverse backgrounds. Recruitment will be advertised using the following methods (although this list is not exhaustive):

- PRDA social media
- PRDA Website
- Word of mouth
- Leaflets and posters
- Via local volunteer and community organisations

Selection

- Volunteer application forms ask for information on relevant skills, experience and knowledge related to the role as well as any relevant medical issues we need to be made aware of.
- The selection criteria will be based on the criteria in the role description and applied equally to all candidates.
- Candidates will be selected based on how their skills and knowledge match the selection criteria
- PRDA will only ask for the information needed to ensure that someone is suitable for the role they have applied for. All information given will be treated as confidential and stored and disposed of in line with the General Data Protection Regulation 2018.

Interviews

The purpose of this interview is to:

- Explain and discuss the volunteer opportunity and commitment involved
- Explore any relevant skills, knowledge and experience the volunteer can bring to the role
- Assess whether the volunteer will be able to carry out the role and discuss if assistance might be required to enable this
- 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.

- If the application is unsuccessful details of alternative volunteering opportunities will be discussed.

Decision Making

- The selection of new volunteers will be based on the role requirements and the individual's suitability and ability to do the role 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.

References and Disclosure and Barring Service checks (DBS)

- References will be taken up for successful applicants. Acceptance as a volunteer will be subject to the provision of two satisfactory references which must be received prior to the commencement of the role.
- References can be from someone who knows the applicant in either a work or social environment but cannot be family members.
- This is important to ensure that we are compliant with our safeguarding procedures for children and vulnerable adults. The requirement for a DBS check will be included in the volunteer role description