DARE

Darwen Asylum Refugee Enterprise

Volunteer Selection Policy

Subject to meeting mandatory requirements, all volunteers are welcome. We particularly welcome volunteers with lived experience of the asylum and refugee process.

This policy details our procedures and will be applied, as appropriate, to help each volunteer find the role he/she would most enjoy, and which will enable him/her to contribute most to our work.

That may range from a substantial time commitment and a requirement for professional qualifications and in-depth experience, to simply a willingness to join in and help out.

Process

- Checks and administration, including policies and procedures.
    - Induction into our safeguarding procedures and:
        - If applicable, relevant DBS checks and any safeguarding training required.
- 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, and refresher training, as required.

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.

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.

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- Strong interpersonal and people management skills.
- Good verbal communicator, able to get on well with people and to ask questions positively.

Exceptions

We welcome anyone who wishes to volunteer to help us but there are some circumstances where this may not be possible. For example:

- The role you would like may require experience or professional skills you don't have, and for some roles, there may be specific legal requirements that we must meet.

We should stress that there are only a few occasions when this might apply, and we will always do our best to find a way to welcome you into our charity.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees		Initial draft approved	Annually

Regulatory Guidance

Charity Commission: How to manage your charity's volunteers.

Fundraising Regulator: Volunteers.

Health & Safety Executive: Volunteering – how to manage the risks.

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