

EQUAL OPPORTUNITY, RECRUITMENT AND SELECTION POLICY FOR VOLUNTEERS

Last updated: February 2019

Updated by: Amie Frayne

Introduction and background

The Brain Tumour Charity recognises that discrimination in the workplace in any form is unacceptable. Our Equal Opportunities Policy is to ensure that all volunteer applicants and volunteers are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of recruitment, selection, training and development of volunteers. In all situations people will be judged solely on merit or ability. The policy will be implemented in accordance with the requirements of the Equality Act (2010).

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

Policy Details

Equal Opportunities

- To ensure that 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.
- Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be selected solely on the basis of capability.
- Each and every employee has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the Charity.
- 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.

Recruitment and Selection

The involvement of volunteers will be guided by the following principles of good practice:

- The tasks to be performed by volunteers will be clearly defined in a role description that outlines the purpose and expectations of the role.
- All potential volunteers will be asked to complete a volunteer application form.
- For all long-term roles we will ask applicants to provide two references with their application.

- All applicants for long-term roles will attend an informal interview to ensure that applicants are suitable for the role that they have applied for.
- If successful at interview, interviewees will be offered a volunteering position with the charity pending the outcome of their references.
- Volunteers will be selected when they have skills and/or experiences which meet the needs of The Charity and the role available. We are not always able to offer a role at the time of application but, with a potential volunteer's permission, we may contact them at a later date should an opportunity arise.
- In most cases applicants will need to be over the age of 18 to Volunteer for The Brain Tumour Charity. We ask for consent from a parent or guardian for anyone applying for a role under the age of 18. Any age restrictions will be stated on the necessary role descriptions.
-