

# Volunteer Recruitment Procedure



We seek to have a simple, robust and transparent recruitment process which is easy to understand and navigate enabling the Voluntary Services Team to respond to the needs of patients, families, and volunteers swiftly.

NHS Lothian operates a rolling programme of volunteer recruitment for our general volunteering opportunities and has specific recruitment periods for our specific volunteering programmes e.g. the youth volunteering summer programme.

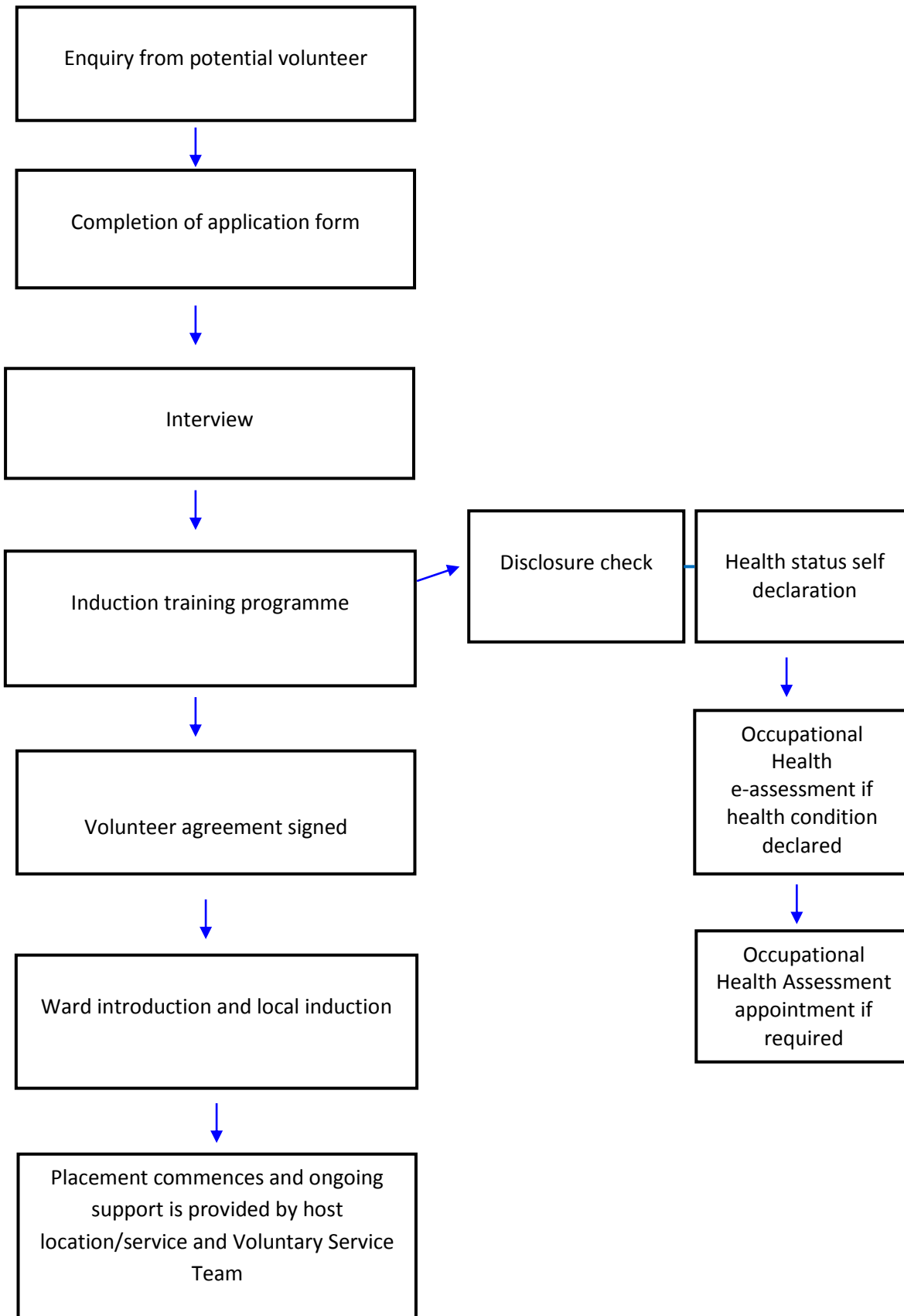
We proactively promote volunteering opportunities via the volunteering pages of the NHS Lothian website, through local partners and participation in recruitment events. We promote volunteering opportunities appropriately to ensure the volunteer team reflects the wider community. We will recruit from all sections of the community in line with equalities legislation and take positive steps to actively raise awareness and recruit volunteers from diverse backgrounds. We will make reasonable adjustments to support volunteers to fulfil their potential roles.

We have an open approach to recruitment and welcome enquiries and applications from all sections of the community. We will from time-to-time, as roles demand, participate in targeted recruitment campaigns in a bid to recruit volunteers with specific knowledge or skill sets.

While we welcome applications from anyone aged 14 and over. Due to NHS Lothian's responsibility to safe guard all young people volunteering there may be some roles that it is not appropriate for young people under 16 years old to be recruited for. Each role is risk assessed to ascertain this.

However, patient safety and experience is paramount so potential volunteers must pass a number of checks and demonstrate an appropriate level of knowledge and competency during interview, training and placement discussion. All volunteers are required to complete an application form, participate in a Health Status Assessment and Disclosure Check relevant to the role and provide 2 references (references will not be routinely followed up but the Voluntary Services Team reserve the right to pursue references at any point in the recruitment process). Volunteers must also agree to and continually demonstrate adherence to a number of key policies.

Volunteers who have lived outside the UK for more than six months in the past five years may be asked to obtain a criminal record check/ certificate of good conduct for the time they lived outside the UK, at their own expense.



We seek to complete the process from enquiry to placement within 12 week. Although times may vary due to volunteer or staff availability.

A special note on the recruitment of volunteers who are or have been in employed by NHS Lothian:

From time to time NHS Lothian receives applications to volunteer from employees or former employees. When an application is received from a former employee whose employment with NHS Lothian ceased over 12 months ago the application will be processed as all other applications.

When the application is received less than 12 months after employment ceases a bespoke recruitment pathway is created for that individual which reflects how up to date their learning/CPD is in relevant areas, health status and PVG/Disclosure status.

Associated materials/references:

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- Volunteering in NHS Lothian Policy
- Volunteer role procedure
- Volunteer expense claim procedure
- Volunteer performance management procedure
- Volunteer role description template
- Volunteering Well – NHS Lothian Volunteering Strategy 2018-2023
- Volunteer Induction Training Materials