

# Best Practice Resources for Volunteer Recruitment & Management

## Planning a project involving volunteers

### 1. Project details

**Project Name**

**Project Lead**

**Volunteer Lead**

(Person responsible for managing and supervising volunteers)

**Project Description**

(Briefly describe the project in a few sentences)

**Proposed Outcomes**

(What the project aims to achieve)

**Alignment with Strategic Objectives**

(How the project supports your organisation's goals)

**Target Audience / Beneficiaries**

(Who the project supports and whether it benefits the local community?)

**Project Dates**

(Start and end date)

**Timescales / Key Milestones**

(Outline the project timeline)

**Funding Requirements**

(Is the project dependent on external funding?)

**Number of Beneficiaries**

(If relevant, how many people will the project support?)

**Volunteer Requirements**

(How many volunteers are needed to deliver the project?)

**Partnerships**

(Will the project be delivered in partnership with another organisation?)

## 2. Volunteer Management and Safeguarding

### Policies and Procedures

Do you have up-to-date policies and procedures that reflect current processes?  
If not, who will take the lead on updating them?

### Insurance

Do you have adequate insurance cover for the volunteer roles and activities proposed?

### Budget

Is there an allocated budget for:

Volunteer expenses

Training

Staff supervision costs

Administrative costs (e.g., DBS checks if required)

### Risk Management

Have you identified potential risks for the project?

Have you completed a risk assessment and put measures in place to reduce harm?

### Volunteer Eligibility

Minimum age of volunteers or any relevant restrictions?

### Volunteer Records

Have you decided if a volunteer management system is needed?

If not, how will volunteer details be stored safely?

### Accessibility and Inclusion

Have you addressed barriers that might prevent someone from volunteering?

Can the project support volunteers with additional needs (e.g., physical or learning difficulties, English as a second language)?

What steps can you take to make the volunteer environment more accessible and inclusive?

## 3. Volunteer Induction, Training, and Support

### Induction

What is the induction process for volunteers?

### Training

What training will volunteers need to complete?

Are volunteer induction and training materials ready?

### Support and Supervision

How will volunteers be supported, supervised, and managed?

### Recognition and Acknowledgement

How will volunteers be recognised and acknowledged for their contribution?