Appendix 2: Recruitment

A Step-by-Step Guide to current Volunteer/Student onboarding at Vinnies NSW

Step 1 - Application

- ✓ Potential volunteer/ student/tertiary makes contact with Vinnies NSW (we bsite/email/in person)
- ✓ Recruiting Volunteer Manager (VM) provides role-specific Application form to potential volunteer/student via email/hard copy
- Completed Application Form is submitted to recruiting VM who schedules a face-to-face screening interview with potential candidate/s

Please note: All Vinnies Programs hosting student placements need to ensure there is an active Student Placement Deed in place between the referring Tertiary & Vinnies. Chat to volunteers@vinnies.org.au for further information

All Volunteer & Student positions should have a position description (PD). If you have an idea for a Volunteer or Student role, please discuss this further with the Volunteer & As sociate Engagement Team at volunteers@vinnies.org.au

In the case of a student placement, the referring institution acts as a referee so reference checks are not

required. Please refer to the Volunteer Policy & Safeguarding Children Policy for further information around reference requirements

Step 2 - Assessment

- ✓ VM conducts face-to-face interview & requests 2 x referees. Once referee checks have completed and the candidate is deemed suitable then proceed with next steps
- ✓ VM forwards email template to candidate with instructions on how to complete a National Criminal History Check/ Working With Children Check/NDIS check (checks dependent upon role)
- ✓ Volunteer completes requisite checks and returns details to VM along with COVID 19 vaccination digital certificate (where relevant)
- ✓ VM emails their Admin or volunteers@vinnies.org.au to verify NCHC/WWCC/NDIS clearance & confirm they have sighted proof of vaccination
- ✓ Clearances are verified and documents are returned to the VM for record keeping

Email should include: completed volunteer application form; approximate start date; NCHC application number; WWCC number with expiry date; DOB & details of NDIS workers creening clearance if applicable

VM will contact the candidate directly if a nything arises during the screening process which deems the applicant unsuitable for the role

Step 3 - Placement

Please note, before commencement in placement. At a minimum Volunteers should complete Child Safe and Code of Code learning modules

- ✓ Admin creates a record of the new volunteer/student in Society People and provides the VM with record details
- ✓ Learning Team uploads Society People records into MV Portal training (Monday)
- ✓ New volunteer receives a utomated e mail invite asking them to set up a login and complete requisite online training
- ✓ VM provides volunteer with start date.
- Once volunteer starts onsite, the VMs hould also provide an introduction to other staff/volunteers and ensure the volunteer/student is made to feel welcome and part of the team

Training includes: My Orientation; Vinnies
Safeguarding Learning; Code of Conduct; WHS
Orientation; Privacy and Confidentiality;
Bullying, Harassment and Discrimination &
Diversity and Inclusion

Step 4 – Support, Engage, Retain, Recognise!

- ✓ Recognition and Appreciation
- ✓ Volunteering at Vinnies newsletter
- ✓ National Volunteer Week

Step 5 - Exit

- ✓ VM notifies MVRO OSO/Retail team/VSO when the volunteer/student is finishing their placement
- ✓ VM completes Volunteer Exit Checklist and provides a 'Statement of Duties' for the volunteer/student upon request
- ✓ Volunteer & Associate Engagement (VAE) Team sendanonline Exit Pack including Exit Survey link; info on how to become a Member plus infore further volunteering opportunities

Where We Recruit

Vinnies Website; SEEK Volunteer; University Partnerships/ CareerHubs; Shop windows/In store; Volunteer Expos; Community Hubs; Word of Mouth

Further Volunteer Manager Resources
https://vinnsw.sharepoint.com/sites/staf
fportal-nsw-working-at-vinnies/sitepages/volunteer-managers-resources.aspx