Volunteer Recruitment

Matching the Right Person to the Right Role

As clubs are responsible for the actions of their volunteers, it is vital for clubs to take all necessary steps to ensure they recruit the right person to the right role.

Following all of the steps below will help to mitigate the risk against the club and satisfy any future challenges in terms of carrying out a robust recruitment process. Whether recruiting internally or externally, they should take into account the skills, qualifications and character of each person when taking the decision to involve them in the club.

Is there a clear role description?

NO → Write a clear role description that identifies the tasks as well as the skills, qualities and character that a volunteer should bring to the role.
Guidance & Templates for Developing Volunteer Role Descriptions.

YES ↓

Do they have the right experience/skillset?

NO → Thank them for their interest and suggest a more suitable role or ways to gain sufficient experience for the role.

YES ↓

Have you taken steps to see if they have the right character for the role?

NO → You should:

- Explore their motivations for wanting to volunteer/reasons for leaving a previous club
- Arrange a visit to the club/interview
- Ask for a reference (ideally from a previous sports club that they have been involved with).

YES ↓

Does the role involve working with children/vulnerable adults?

NO → **Are you ready to offer the role?**

YES ↓

IRFU Vetting Policy
The Club Welfare Officer will be able to help with this.

YES ↓

Confirm the appointment at Executive Committee.

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Arrange induction, support, supervision and any necessary training for them taking up the role.
Ulster Rugby Volunteer Resource pack.

NO ↓

Thank them for their interest and suggest a more suitable role or politely decline their offer to volunteer.