



ACTION FOR CHANGE & EMPOWERMENT (A.C.E)

VOLUNTEER SELECTION POLICY

1. Introduction

At Action for Change & Empowerment (A.C.E.), we value the contributions of volunteers and are committed to recruiting individuals who share our mission and values. This Volunteer Selection Policy outlines the procedures and criteria for selecting volunteers to ensure that they are appropriately suited to their roles and will contribute positively to the organization.

2. Purpose

The purpose of this policy is to:

- Establish a clear and fair process for selecting volunteers.
- Ensure the safety, competence, and reliability of volunteers working with vulnerable groups, including children, young people, and vulnerable adults.
- Align volunteer recruitment with the needs of the organization, ensuring a match between the volunteer's skills and the tasks at hand.
- Maintain high standards of professionalism, integrity, and commitment among volunteers.

3. Scope

This policy applies to all individuals seeking to volunteer with A.C.E. It covers all volunteer roles, including short-term, long-term, and project-based positions.

4. Volunteer Selection Criteria

(a) Alignment with Mission and Values

- Volunteers must demonstrate an understanding and alignment with the organization's mission, vision, and values.
- We seek volunteers who are committed to making a positive impact and working within the framework of the organization's goals.

website: www.acegiving.org
Instagram: [ace_giving](https://www.instagram.com/ace_giving)
Facebook: [ace_giving](https://www.facebook.com/ace_giving)
YouTube: [ace_giving](https://www.youtube.com/ace_giving)

Action for Change & Empowerment (A.C.E)
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(b) Relevant Skills and Experience

- We consider the skills and experience required for each volunteer role. Volunteers will be selected based on:
 - Specific qualifications or expertise needed for the role.
 - Relevant personal or professional experience.
 - The ability to meet the expectations and responsibilities of the position.

(c) Commitment and Availability

- Volunteers are expected to demonstrate a clear commitment to the organization and be available for the required timeframes.
- We will discuss and confirm the volunteer's availability to ensure it aligns with the organization's needs.

(d) Background Checks

For roles that involve working with children, young people, or vulnerable adults, volunteers will undergo background checks, including:

- Disclosure and Barring Service (DBS) checks (or equivalent). This will typically be an enhanced DBS check for roles involving vulnerable groups.
- References from previous volunteering positions or employers.

(e) Personal Attributes

Volunteers must display personal attributes such as:

- Responsibility and reliability.
- Empathy, respect, and a non-judgmental attitude.
- Strong communication skills.
- A willingness to learn and develop in their role.

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5. Volunteer Recruitment Process

(a) Application Process

All individuals wishing to volunteer with A.C.E. must complete a volunteer application form, which includes:

- Personal details (name, contact information, etc.).
- A description of previous volunteer experience or relevant skills.
- A statement of interest explaining why they want to volunteer with the organization.

(b) Interview Process

- After reviewing applications, potential volunteers will be invited for an interview (in person, online, or by phone), where they will:
 - Discuss their motivations for volunteering and their suitability for the role.
 - Be asked about their experience, skills, and availability.
 - Learn more about A.C.E., the role, and the expectations for volunteers.
 - Provide additional information or documentation as needed (e.g., references).

(c) Reference and Background Checks

All selected volunteers will undergo the following:

- Reference checks from at least two referees who can speak to the volunteer's suitability for the role.
- Criminal background checks, particularly for roles working with vulnerable groups.

(d) Volunteer Induction

Once selected, volunteers will undergo an induction to ensure they are equipped with the necessary information and resources for their role. The induction will cover:

- **Introduction to the organization:** History, mission, values, and structure.
- **Role-specific training:** Details about the volunteer role, tasks, and expectations.
- **Safeguarding training:** If the volunteer role involves working with children or vulnerable adults.

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- **Health and safety procedures:** Including emergency procedures and any relevant risk assessments.

(e) Confirmation of Placement

- After completing the interview and selection process, volunteers will receive formal confirmation of their placement and start date.
- This includes any relevant documents (e.g., volunteer agreements, safeguarding forms, etc.).

6. Ongoing Support and Supervision

Once volunteers are selected, they will receive the following support:

- **Regular check-ins and supervision:** To ensure the volunteer is supported in their role and any issues are addressed promptly.
- **Training opportunities:** To help volunteers develop new skills and enhance their contribution.
- **Access to a point of contact:** A designated staff member or volunteer manager who can answer questions and provide guidance.

7. Equality and Diversity

A.C.E. is committed to providing equal opportunities for all potential volunteers, regardless of age, gender, race, religion, sexual orientation, or disability. We will ensure that the volunteer recruitment process is inclusive and free from discrimination. This policy is in line with the Equality Act 2010.

8. Volunteer Withdrawal or Discharge

If at any point, it is determined that a volunteer is no longer suitable for their role, the following steps will be taken:

- Feedback will be provided to the volunteer to explain the decision.

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- A review of the volunteer's conduct or performance may be conducted before a final decision is made.
- Exit interviews may be arranged to gain feedback and improve future volunteer recruitment and retention.

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ACTION FOR CHANGE & EMPOWERMENT (A.C.E)

Policy Owner: Board of Trustees / Directors

Policy Lead: Director

Audience: Prospective and Current Volunteers, Employees, Trustees

Formally Endorsed By: Board of Trustees / Directors / Coordinating Committee

Last Reviewed: 01/09/2025

Next Review: 31/08/2026

Bola Obanubi

Director, A.C.E NGO

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