

gaelcon irish games association

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Volunteer Recruitment Policy

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1. Background – Who we are and what we do

For information on the Gaelcon Irish Games Association (hereafter referred to as The IGA), Refer to our Vision and Missions Statement and our website.

2. Statement of Policy

People are our most important asset; volunteers play a particularly important role in the work of Gaelcon Irish Games Association (The IGA). We therefore recognise that it is crucial that we attract volunteers to our organisation to help us achieve our purpose and associated goals.

We provide appropriate support and supervision to allow volunteers to realise their full potential in their role with The IGA. We appreciate and value the significant contributions that volunteers make to the aims and objectives of The IGA. We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role.

This policy shall be amended as required and the Executive will review this policy as part of its organisation-wide policies review process outlined in the matrix for reviewing all IGA policies.

Staff, in this policy, refers to any Director, Exec member, or volunteer of The IGA, or any person acting in an official capacity as part of or on behalf of The IGA.

3. Scope

The most essential resource of any company or charity is its people. The IGA has a responsibility to manage resources responsibly. This includes ensuring that volunteers are clear about their own roles and the roles of others. The purpose of this recruitment policy is to provide a framework for a fair and consistent process that will result in a positive and productive experience for all concerned.

The IGA is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including Trustees, are expected to facilitate this process.

All data collected throughout the process of recruiting volunteers shall be handled in accordance with The IGA Data Protection Policy.

3.1. Reference Documents

This document should be read in conjunction with the following for further information:

- Charities Regulator - General Note on Other Legal and Regulatory Requirements.

All volunteers are required to act in accordance with The IGA Code of Conduct (CoC) and Policies when acting on behalf of, or participating in, IGA events.

4. Eligibility

At The IGA, we are dedicated to fostering a diverse and inclusive volunteer community. We believe that the strength of our organization lies in the unique perspectives, backgrounds, and experiences that each volunteer brings. We are committed to providing equal opportunities for all individuals, as outlined in our Equality, Diversity and Inclusion Policy.

Our volunteer recruitment process is designed to embrace diversity and ensure an inclusive environment where everyone feels valued and respected. We actively encourage individuals from all walks of life to join us in contributing to the fulfillment of our charitable purpose and goals.

The IGA is open to working with volunteers who share our aims and vision (as outlined in our Vision and Missions statement) and who commit to working within the letter and spirit of our Policies. Prospective volunteers must demonstrate a commitment to the aims of The IGA and their availability as volunteers must align with the needs of The IGA.

We provide a volunteer recruitment process which is free from any unlawful discrimination and is in accordance with our Equality, Diversity and Inclusion Policy.

For some volunteer roles, specific selection criteria may apply to determine the suitability of a volunteer candidate to a particular role. In addition, selection criteria may become relevant where there are more applicants for a particular volunteer role than positions available. Selection criteria are based on the relevant skills, qualifications and experience of volunteer candidates.

4.1. Garda Vetting

Occasionally, depending on the nature of an event and the target audience, it may be necessary for volunteers to pass Garda vetting. This will usually only apply where the volunteer may be responsible for the safety and/or wellbeing of children or minors, or vulnerable persons.

In such cases, The IGA will require the volunteer to complete a supplied Garda vetting form, which must be returned to The IGA by an indicated deadline, for further transmission to An Garda Síochána (AGS). Any information supplied to The IGA in relation to Garda vetting will be treated in strictest confidence, in accordance with our Data Protection Policy.

Failure to succeed Garda vetting will result in the individual being unable to volunteer for IGA events of a similar nature and may result in an assessment against our Vision and Mission statement and/or policies.

5. Recruitment and Selection

Depending on the role to be filled, our recruitment and selection process may include the following stages:

- Preparing a Volunteer Role Description;
- Preparing and placing a volunteer recruitment advertisement;
- Agreeing selection criteria;
- Meeting volunteer candidates, collectively or individually, to discuss the nature and expectations of the volunteer role;
- Shortlisting applicants against agreed selection criteria;
- Notifying interview candidates and unsuccessful applicants;
- Interviewing of candidate volunteers by a suitably briefed interview panel;
- Assessing candidates against agreed selection criteria;
- Offering a volunteer role to the successful candidate(s);
- Notifying unsuccessful candidates;
- Verifying relevant educational qualifications of successful candidate(s);
- Checking references with referees nominated by a successful volunteer candidate;
- Issuing a volunteer agreement for the volunteer's signature;
- Completion or checking of Garda vetting (if applicable);
- Ratification of appointments by the board of Trustees where required;
- Providing interview feedback to unsuccessful candidates who request it.

6. Confidentiality and Data Protection

The IGA respects the right to privacy and confidentiality of our volunteers and prospective volunteers.

The IGA may, from time to time, in the course of administering its activities, exercising its legal rights, and performing its legal obligations in connection with the recruitment of volunteers, need to process both personal data and special categories of personal data (including, for example, information relating to health). The IGA will process and implement such data in accordance with the applicable Data Protection Policy. Further details in relation to what personal data is collected in relation to volunteers or prospective volunteers, and the purposes for which such data may be used are set out in The IGA 's Data Protection Policy.

7. Reference Checks

Where applicable, reference checks and any verification of educational qualifications which involves contact with third parties will only take place once The IGA forms a clear view that it would like to recruit a candidate volunteer to a position where references are required.

The IGA will always request the permission of the candidate volunteer in advance of checking references or qualifications. Reference checks for every candidate volunteer are carried out in the same way.

It is the policy of The IGA to seek two references, preferably from separate sources e.g. persons, academic, employment, volunteering etc. Reference details are handled in accordance with The IGA 's Data Protection Policy.

8. Training and Development

Before a volunteer commences their role, they will be invited to an induction. As part of their induction, the volunteer will be provided with a detailed Volunteer Role Description. The Volunteer Role Description specifies the responsibilities and tasks involved in the volunteer's role, The IGA's expectation as to the manner in which these responsibilities and tasks will be carried out and any other relevant information applicable to the role.

The volunteer will have an opportunity to voice any queries they may have about their role. In addition, the volunteer will be provided with information about:

- The vision, mission and organisational structure of The IGA;
- How their role fits within the broader purpose of The IGA;
- The supports available to volunteers in The IGA including key contacts, information about the volunteer's supervisor/line manager and communication channels within The IGA ;
- The type of commitment expected of volunteers;
- The space, equipment and facilities necessary for the volunteer to carry out their role;
- Health and safety, including any applicable risk assessments in respect of the volunteer's role;
- The IGA 'sCoC;
- Details of The IGA 's grievance and disciplinary procedures;
- All other relevant policies and procedures of The IGA ;

An appropriate level of training is offered to all volunteers to enable them to fulfil their role as effectively as possible.

9. Trial Period

A trial period may be set in respect of volunteer roles to ensure both the volunteer and The IGA are satisfied with the volunteering arrangement. The duration of the trial period is dependent on the nature and hours of the volunteer role.

10. Support and Supervision

Volunteers have access to support and supervision during their trial period and throughout their volunteering period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with The IGA's grievance and disciplinary procedures. All volunteers are

allocated a designated supervisor/point of contact who they should contact if they have any questions about their role or if any difficulties arise in the course of carrying out their role.

11. Expenses

Volunteers may be reimbursed for expenses incurred, in line with The IGA's Policies and procedures and by prior arrangement.

Expenses may be reimbursed, when not agreed prior, in situations where the Volunteer has paid for goods/services as agreed with The IGA that are on behalf of The IGA for an IGA event.