NHS
Royal Devon
University Healthcare
NHS Foundation Trust

Trust Volunteer Recruitment Process

Stage 1

Role Formation

Departments will request volunteers through the MS Forms link. They will conduct a risk assessment, allocate a supervisor and form a role description.

Stage 2

Advertisement

Volunteer roles will be advertised online and circulated to those that have expressed an interest.

Stage 3

Application

Applicants will complete the Better Impact online application form. A paper version is available upon request. Feedback will be given if application is not taken forward.

Stage 4

Interview

If progressing, candidates will be invited to an interview with the volunteering team or local department. This can be telephone, F2F or via Teams. Feedback will be given if not successful.

Stage 5

References

If successful, contact will be made to the two referees provided. Completed references are stored within the volunteer personnel files.

Stage 6

DBS Check

Onboarding volunteers will be sent a link to apply for DBS, the level will be stated in the role description. Their ID will need to be verified by the volunteering team.

Stage 7

Occupational Health

Volunteers will go through Health Assessment and Immunisation forms, They may require referral and sign off from Occupational Health.

Stage 8

Training

Volunteers will be asked to complete a number of E-Learning for Health modules. The volunteer handbook will be sent alongside the training guidance.

Stage 9

Final documents

Once all of the training and checks are completed volunteers will be sent:
-Confidentiality Agreement
-Code of conduct
-Volunteer agreement
-Communications and Photo Consent

Stage 10

Induction

Volunteers will be invited to an in-person Welcome Session covering key elements of volunteering for the trust. They will also have a local induction with their departments.

Stage 11

Start in role

Once volunteers have completed their local inductions they can start in role. The volunteering team will check in after 6 weeks and complete a yearly review.