



## Factsheet/Advice Sheet

### Recruiting Volunteers

This is one of a series of factsheets for voluntary and community groups issued by West Norfolk Voluntary and Community Action, WNVCA.

#### **Know what you need**

The first step to recruiting volunteers is to know what you need. How many volunteers and what time commitment are you looking for? What skills, knowledge, behaviours and experience do they need? What do you want to achieve through your volunteers and what value will they bring?

#### **What can you offer?**

What experience and knowledge about the sector/organisation/role can you offer a volunteer? Are you able to pay expenses and provide training? Do you offer support? Are there any additional benefits for people volunteering for your organisation?

#### **Advertising for volunteers**

You will need to give some background information about your organisation. Give details about the roles volunteers have and the impact they make and what the volunteers will gain from it. Don't forget to include details of who the volunteer should contact for more information.

#### **Creating role profiles**

Role profiles should include a title and purpose as well as a brief outline of the tasks and duties involved. It is helpful to make a list of essential and desirable skills, experience and qualities and give a general idea of the time commitment. Any training and support offered should be included.

#### **Where can I advertise?**

The first port of call is to contact the Volunteering Officer who will advertise your opportunities on your behalf on [www.do-it.org.uk](http://www.do-it.org.uk) and on the opportunities lists. If you are able to supply A4 or A5 posters these can be displayed on boards at the Volunteer Surgeries.

Other methods of recruiting volunteers include:

- Posters on village notice boards

- Local radio interviews
- Word of mouth
- Leaflets in community folders in libraries
- Attending community events
- Posters in shop windows
- Leaflets/posters in community centres
- Using social media
- Advertising in village newsletters/parish magazines
- Holding and attending open days
- Colleges/schools
- Leaflets in doctors surgeries
- Advertising in the local press
- Giving talks to local groups
- Attending volunteers fairs
- Using service users

This information has been produced by West Norfolk Voluntary and Community Action set up and owned by local groups to support, promote and develop local voluntary and community action.

We have taken all reasonable steps to make sure that this information is current and accurate. We cannot, however, guarantee its accuracy or completeness and therefore cannot accept liability for your acting, or failing to act, on the information given.

For resources, books, ideas and useful information please contact West Norfolk VCA or email [info@westnorfolkvca.org](mailto:info@westnorfolkvca.org).