



Where to start with recruitment?

A key component of a healthy and thriving organisation is a strong recruitment process. This ensures that you are able to deliver your activities, maintain efficiency and progress towards your overall aim. But before you can begin to outline what it's going to look like for your group, you need to make sure that you can clearly describe:

- the tasks you need people to take on
- the level of commitment that is required of each individual
- the specific skills that each role will require

Role descriptions

At the next stage, try and develop role descriptions for each paid position or volunteer opportunity. Role descriptions should be short and straight-forward, explaining the overall aim of the role and key on-going activities. The purpose of the role description is to help the person to understand what level of commitment is required.

Example role description: Club Secretary	
Start Date: XX/XX/XX End Date: XX/XX/XX	
Responsibilities: <ul style="list-style-type: none"> • Being the first point of contact for club enquiries • Organising and attending key meetings (including AGM) • Taking and distributing minutes • Dealing with all correspondence • Attending to affiliations • Ensuring insurance is up to date and relevant • Maintaining up to date records and reference files 	Person specification: <ul style="list-style-type: none"> • Strong organisation skills • Passion for community sport • Confidence with Microsoft Excel • Strong time management • Some experience with confidential information

Sported Tip: When it comes to volunteers...it's worth asking

It's always worth remembering that volunteers rarely volunteer until they are asked. Quite often people will feel they don't have the skills or experience to get involved or they are scared by the level of commitment they think they may have to give. The more your organisation can talk to people the more likely you are to be successful in your recruitment.

Recruitment methods

There are a number of different ways that you can recruit for the roles you have designed, including both formal and informal methods.

- Member/parent audit** Complete an audit of the skills, professions and/or voluntary roles that members/parents have. This can help you recruit the right person for the activity within your organisation.





- Volunteer pack** Create a volunteering pack that goes out with your membership information. This puts all organisational information together and give members the opportunity to come forward themselves.
- Information session** You can stage an informal information session after an activity where all the volunteer tasks are explained and give people a chance to ask questions before they are committing.
- Temporary roles or project tasks** A short-term role (e.g. help organise an event, assist with 2 sessions, supervise a trip) will enable a prospective volunteer to dip their toe in the water and gain experience before taking on a more formal or time consuming role.
- Formal job or volunteer advert linked to interviews** If less formal methods don't work, your organisation may want to take a more conventional approach to recruitment, such as formal adverts linked to interviews. To avoid extra costs, try and use your existing digital platforms (e.g. social media, website) and your newsletters to make people aware of paid and volunteering opportunities.
- Hide the opportunity in a press story** It's easy to hide a paid position or volunteer opportunity in a broader press story. Instead of a local newspaper or radio station sponsoring you with cash, they might be happy to promote job or volunteering opportunity on your behalf.
- Sports development departments** Many local authorities and Active Sports Partnerships will have a sports development team. These teams often run programmes specifically designed to recruit and train volunteers. They may even have a list of people who have expressed interest in volunteering and be happy to put you in touch.
- Schools, colleges and universities** Academic institutions typically have volunteering programmes in place and require student placement opportunities. Many young people want to use volunteer opportunities to build experience. They can bring new skills to your organisation, whilst still receiving support.
- Sport and Recreation Alliance - Volunteer Finder** Sport and Recreation Alliance, in collaboration with Doit.life, has created a free platform for recruiting physical activity volunteers called the 'Volunteer Finder'. You can create a profile, list specific volunteer opportunities with the skills required, manage applications, and access the thousands of individuals visiting the website every month. Visit doit.life/sport-and-recreation.
- Skilled volunteer recruitment with Reach** Reach is the leading skills-based volunteering charity in the UK. They are the single biggest source of trustees for the voluntary sector and specialise in connecting experienced professionals with local charities. Looking for skills in a specific area (e.g. financial management, business planning, marketing, board roles), this might be the site for you.





Sported Tip: Make the time meet potential candidates

If you are recruiting from outside of your group, make the time to meet the potential candidate face to face. Whilst a person may be very talented and experienced, they may not suit the personality of the group and the other people who work within it.

Equal opportunities

Preventing discrimination within the recruitment process allows your organisation to promote diversity, improve your chances of finding the best person for the activity/task and creates a welcoming space for any person or business looking to get involved with your organisation. Any form of discrimination discredits your organisation and can lead to increasing costs. It is unlawful to discriminate on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion or belief
- Sex
- Sexual Orientation
- Race
- Trade union membership or non-membership
- Status as a fixed-term or part-time worker

There are some important differences depending on which protected characteristic you have. Read more about the [Equality Act 2010](#) for more details.

Volunteers from overseas

The laws about volunteering from overseas are complicated and can be costly if misinterpreted, so it is important to know your facts. There are no restrictions on volunteering for people from within the EU/European Economic Activity (EEA) area. However, for people outside the EEA, there are various restrictions based on what type of visa they are travelling on. For more details, visit NCVO's Knowledge Bank at knowhow.ncvo.org.uk and see [Volunteers and the Law](#).

Accessible and inclusive recruitment

The Equality Act 2010 deems it unlawful to discriminate against applicants, volunteers or employees who are disabled. Unlawful discrimination includes failure to make reasonable adjustments to your recruitment practices, your premises and to employees' jobs. The Activity Alliance have produced a series of Fact Sheets full of guidance and tips for effective planning, design and delivery of accessible and inclusive marketing communications that includes best recruitment practice. Visit activityalliance.org.uk/engagement.

Need more guidance?

If you have any questions about this guide or would like to work with a volunteer who specialises in staff recruitment and organisational structures, [request volunteer support from The Sported Hub](#).