**How to recruit volunteers**

**Use the checklist below to record ideas that will help you to shape your volunteer recruitment strategy.**

### Before recruiting

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| Question | Considerations | Your response |
| **Do you have links with volunteers and local volunteer networks?** | * You may have volunteers supporting other aspects of your work. Are they interested in your new volunteer opportunity? |  |
| **Should the role be paid?** | * Is the activity reliant on the volunteer or was it previously a paid position? If so, it might not be suitable as a voluntary role. |  |
| **Do you have a dedicated volunteer support role?** | * What is your capacity to recruit, train and manage volunteers? * What support can partner organisations provide to volunteers? * Do you have capacity for regular supervision sessions to ensure your volunteers feel supported and get the most from their experience? Can you offer online, phone and/or face-to-face catch ups? |  |
| **Do you have a budget for volunteer expenses?** | * It is good practice to pay volunteer expenses like travel, equipment and training. Some people may be concerned about how volunteering, and any expenses they claim, might affect their benefits. Read the [Government’s advice on volunteering and claiming benefits](https://www.gov.uk/guidance/volunteering-and-claiming-benefits) so you can answer any questions. |  |



### When recruiting

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| **Question** | **Considerations** | **Your response** |
| **Who are you looking for and what are your expectations for the role?** | * It’s best practice to write a volunteer role description to help potential volunteers decide if they are right for the position (see [Appendix 1](https://www.mind.org.uk/media/7598/mind-mental-and-physical-activity-toolkit-guide-6.pdf) for a Get Set to Go example). * You may need to tailor your language so your audience understands the role. Ask peers and partners to [co-design](https://www.mind.org.uk/workplace/influence-and-participation-toolkit/how/methods/co-design/) the role description to ensure it’s inclusive for different people. |  |
| **What support will volunteers receive?** | * For example, will you provide a volunteer induction, training (see [Topics to cover in volunteer training](https://www.mind.org.uk/media/7598/mind-mental-and-physical-activity-toolkit-guide-6.pdf)), development opportunities, regular supervision with a line manager and expenses? * Could you use [Wellness Action Plans](https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download/) as an easy and practical way to support your volunteers’ mental health? |  |
| **What are the benefits of getting involved in your volunteer opportunity?** | * In your recruitment promotion, list benefits such as:   + mental health and wellbeing benefits (like feeling good by being active).   + the chance to learn and develop new skills.   + meeting new people and social activities. |  |
| **How have existing**  **Volunteers benefited from being involved?** | * Share stories from your existing volunteers in recruitment material. * Include quotes or full case studies (with permission) so people can see the positive impact of volunteering. |  |

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| **Question** | **Considerations** | **Your response** |
| **Do you have existing volunteer programmes that could support this new opportunity?** | * Your existing volunteers might be interested in trying something new and developing a different set of skills. * Where possible, it is also useful to integrate your volunteer training with other volunteer programmes. |  |
| **How will you promote your volunteer opportunity?** | * Promote your opportunity through your existing stakeholders and partners. * You could also promote it through [local Minds](https://www.mind.org.uk/about-us/local-minds/), [Rethink Mental Illness peer support groups](https://www.rethink.org/help-in-your-area/support-groups/), [Time to Change Champions](https://www.time-to-change.org.uk/champions), [GoodGym](https://www.goodgym.org/), local sport and community clubs (speak to your [Active Partnership](https://www.activepartnerships.org/active-partnerships)), colleges and universities. |  |

