

Volunteer Recruitment and Onboarding Guidance

This document is to provide help with applying for a volunteer role with Inspire North, Community Links and Foundation. If you need help at any point, please contact us via one of the methods shown below.

All our current available volunteer roles can be found on our website here:
<https://www.inspirenorth.co.uk/careers/volunteering/>

If you can't find an existing volunteer role that suits you then please complete a **Volunteer Enquiry Form** and we may be able to develop a suitable role.

1. Applying for a volunteer opportunity

To apply for an existing role please complete a **Volunteer Application Form** adding which role and service you are interested in.

Please email your completed application form to volunteer@inspirenorth.co.uk

If you would prefer to complete a paper application form, no problem!
Please contact us on either volunteer@inspirenorth.co.uk, 0113 273 9660 or by writing to:

Volunteer Development Manager
Inspire North
3 Limewood Rd,
Seacroft,
Leeds
LS14 1AB

If you are presented with any barriers and need assistance in completing your application, please contact us on either of the methods above.

Once your application has been received you will be sent an acknowledgement email and your application will be passed to the relevant service.

If the service wishes to progress your application to the next stage of the process you will be invited to a face-to-face conversation with two members of staff at the service location (if appropriate).

If the service is unable to progress your application or the opportunity has already been filled, you will be notified, and it may be that we can find you an alternative opportunity within the Inspire North group.

If you are successful in applying for a volunteer opportunity, congratulations!

The next stage is to onboard you as a volunteer. As our services work directly with adults at risk we require a few checks to be completed before you can start as a volunteer. Onboarding checks can take anywhere from 6 – 12 weeks to complete however we aim to complete these as quickly as possible.

2. Onboarding for a volunteer opportunity

a. References

All volunteer roles are required to provide two satisfactory references. Please ensure that you have provided the names and full addresses of two (2) people we may approach on your behalf for a reference. Wherever possible, please provide professional, educational or voluntary position references.

The referees should not be a relative or friend and should have known you for three (3) or more years. Please make sure that the referee is aware that we will be contacting them.

Where you do not have a suitable employment or educational reference, a reference from a person in a position of responsibility such as a lecturer, GP, hostel manager or key worker will be accepted.

Please contact us if you have any questions about who can provide a reference.

b. ID Check

You will be asked to provide 3 pieces of identification which will be checked by a member of staff at the service. These will be used to provide identification to support the DBS check.

For information on the types of ID that are accepted please click on the following link:

[ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021](#)

(Scroll down on the linked page to see the different [Routes](#) available and the [Document Lists](#))

For example, for Route 1 you may be able to provide either a passport, current driving licence photocard or a birth certificate plus a utility bill, council tax statement, bank statement, P60 or P45, benefit statement or similar.

Please contact us if you have any questions about the types of evidence that can be provided.

c. DBS Check

If you already have a valid enhanced DBS certificate, our People team will need to see the original document. We cannot accept copies or digital versions. This can either be taken in person to our Head Office in Leeds or sent via 'signed for' post. Please speak to your recruiting service lead for more advice.

If you are part of the DBS Update Service, please let us know. We can conduct a check which is a much quicker process than applying for a DBS from the starting point. Please note however, that we will need to see the original DBS certificate and please ensure it is an enhanced certificate as per our volunteer onboarding policy.

To feel comfortable throughout the DBS process, transgender candidates can contact the DBS Service's Sensitive Applications Team by calling 0151 676 1452 or emailing sensitive@db.gov.uk. Once they have confidentially received your information, you may complete the DBS form (using the link below) using your affirmed gender. Inspire North's People team will not receive any information regarding your gender history.

If you DO Not have a current DBS you can apply for a free enhanced DBS by completing the DBS application form using the link here:

[ACEVO Applicant Portal](#)

Please contact us or speak to your service lead if you have any questions about applying for a DBS.

If you have any criminal convictions, then depending on the nature of these we may need to conduct a risk assessment. This will be conducted by our People team and individual applicants are assessed on a case-by-case basis.

Please contact us or speak to your service lead if you have any questions about any stage of the DBS process.

Once everything has been completed in accordance with the above checks and you have been cleared to volunteer then the following next steps will apply.

3. Congratulations you are ready to volunteer... Next Steps

- We will agree **start date** with you and ask you to read and sign a **Volunteer Agreement**.
- We will book you on the mandatory **Volunteer Induction** training.
- You will receive a copy of the **Volunteer Handbook, Volunteer Policy and Privacy Notice**.
- You will be invited to an **induction session at the service** where you will be volunteering.

We are all looking forward to working with you and hope you will soon feel part of our volunteer team.

We hope you have a great experience volunteering with us!