

2.3 Interviews

If necessary, applications are short listed and suitable candidates are invited to attend an informal chat with the Coordinator, to ascertain their interest in and suitability for the role. Written records of all interviews are kept. All unsuccessful candidates are thanked for applying and encouraged to reapply for other volunteering opportunities, either current or in the future.

2.4 Checks for suitability

References are always taken up. If the role requires it, health (mental and physical) is also undertaken. Other checks may also be completed (for example, ascertaining professional qualifications). Volunteers are always notified in advance of the intention to make these checks. If they refuse permission and cannot provide an acceptable reason, they will not be placed. All volunteers will have to undertake a Garda Vetting Process.

2.5 Appointment

Formal appointments are made only after the role description has been agreed and all necessary checks have proved acceptable. No placements are made unless the requirements of the volunteer and the volunteer's Line Manager can be met.

2.6 Probation

All placements are subject to an initial trial period of one month. At the end of this period, the Coordinator or designated staff member meets with the volunteer to discuss the volunteer's suitability for their role. At this point, volunteers may continue in their current role, be reassigned to a more suitable role, or be asked to leave.

3. TRAINING

3.1 Induction

All volunteers receives induction when they begin voluntary work with Mohill Family Support Centre CLG. This consists of a general introduction to Mohill Family Support Centre CLG, as well as a specific orientation on the purposes and requirements of their volunteering role.

3.2 On-the-job training

Volunteers receive initial and ongoing on-the-job training to provide them with the information and skills necessary to perform their tasks well. The training must be appropriate for the demands of the position and the capabilities of the volunteer.

3.3 Additional training

Volunteers are actively encouraged to identify training courses, seminars, conferences, and so on, which would help them to perform their roles better and which would aid their personal development. Approval to undertake such training free-of-charge must be given by the Coordinator, designated staff member or other external body and this will only be done if sufficient funds are available. Priority is given to long standing volunteers and those who have received little or no training in the past.

3.4 Training information

If additional training was paid for by Mohill Family Support Centre CLG, any course or other materials belong to the Centre and must be filed in the Centre. All volunteers are required to submit a short report outlining the content and usefulness of the course or meeting attended. Training information must be disseminated to relevant people within the Centre.