

VOLUNTEER MENTOR RECRUITMENT POLICY



PURPOSE

This policy provides guidelines to ensure there are ongoing recruitment activities for new volunteer mentors.



POLICY STATEMENT

VALUES


Sparkways is committed to:

- Developing an Annual Recruitment Plan which will include recruitment goals, strategies to achieve those goals, timelines and budget expectations
- Regularly reviewing the Recruitment Plan and making adjustments as required to meet the program goals
- Using a range of opportunities to advertise and promote volunteer roles.
- Complying with current legislation including the Privacy Act 1988(Cth) and Information Privacy Act 2000(Vic) and protecting personal information in accordance with the Australian Privacy Principles (Commonwealth) ("APPs") and Information Privacy Principles (Victoria) ("IPPs")

Note: Sparkways staff members are NOT eligible to be a mentor whilst employed by Sparkways

SCOPE

This policy applies to all Sparkways Mentoring Staff

 RESPONSIBILITIES	Sparkways Mentoring Staff
Developing the Annual Recruitment Plan in consultation with the Sparkways Mentoring staff and Sparkways Marketing Team (<i>where required</i>)	X
Geographically-targeted recruitment, focusing on areas of high demand for services. Recruitment strategies can include but are not limited to: <ul style="list-style-type: none"> ○ Local Information Sessions ○ Volunteer Expos ○ Corporate Information Sessions ○ Advertising through Volunteer Resource agencies and Recruitment Websites ○ Advertising Campaigns on Social Media 	X
Consulting the Young Person Referral list and Program Coordinators caseloads when determining recruitment areas	X
All Sparkways staff will support each other with Volunteer Mentor recruitment	X
Conducting recruitment and marketing activities in accordance with the budget (as confirmed by the Executive Director Corporate Services) and tracking and monitoring expenditures	X
Based on tracking data and the overall effectiveness of the recruiting efforts, staff will revise the strategy as needed.	X
Enquiries relating to volunteer roles advertised will be actioned according to the Volunteer Mentor Screening Policy.	X
Ensuring that all policies of Sparkways Mentoring, including the <i>Privacy and Confidentiality Policy</i> , are adhered to at all times	X



BACKGROUND AND LEGISLATION

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Privacy Act 1988(Cth)
- Information Privacy Act 2000(Vic)
- Victorian Child Safe Standards
- Victorian Human Services Standards

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
 Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



SOURCES AND RELATED POLICIES

RELATED POLICIES

- Inclusion & Equity Policy
- Child Safety Policy
- Volunteer Mentor Screening Policy
- Privacy and Confidentiality Policy,



EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Sparkways will:

- seek feedback from people affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required



AUTHORISATION

This policy was confirmed by Sparkways on 12/02/2024

REVIEW DUE: February 2025
