

Guide to using the Volunteer Referral Service

TIPS ON USING VRS FOR WEBSITE

How can I get a role listed?

Listing a role requires

- Current Membership with [The Centre for Volunteering](#) and
- Up to date Public Liability and Volunteer Accident Insurance.

The Volunteer Referral Service (VRS) and members are a partnership - working together for the same objectives to help get the best results for you.

How do I submit a job?

Our Members will need to provide a Job Description via our [Online Job Description form](#). For multiple roles, a separate job description form for each role will need to be submitted.

What are common issues that arise with the Job Descriptions provided that can hinder the recruitment process?

- Too detailed – reads like a paid job
- Not enough detail to get interest
- Not enough lead time for urgent roles, particularly Special Events

What information do I need to provide The Centre to advertise a role/s?

- A sense of job role and your organisation
- Concise and clear description of the role
- Main tasks that would need to be undertaken by the volunteer
 - A good way to give this information is in a bullet point format.
- Experience or skills required

How can the VRS help or provide advice regarding volunteer role advertising?

- Assist with writing job descriptions,.
- Advice and guidance re. “best practice” for volunteer recruitment

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Once the volunteer role is advertised, what else do I need to do?

The Centre will need your help in keeping up to date with any changes to the advertised role. Contact us in any of these situations:

- Changes in the volunteer role
- The advertised role is filled
- Changes in contact person's details
- Details of any extensive training and commitment required for this role.
- Update on job training dates

How will the VRS assist in the volunteer recruitment process?

- Marketing the job role via advertisements on GoVolunteer and Seek on your behalf
- Screen candidates and refer suitable volunteers
- Monitor referrals
- Re-activate old job descriptions when required
- Conduct regular Job currency checks

Are there any potential issues that may arise with the referrals?

- The VRS are not referring the right people – job description may need to be clarified
- No referrals – VRS will work together with Organisation to adapt role/job description
- Level of English is not adequate (this can be subjective)

The VRS follows up with every volunteer we refer. This feedback will be passed on to you without judgement on our part and can help with resolving any of issues that may arise.

What volunteer roles are in demand?

When planning volunteer roles for the future, take into consideration changes in the volunteer workforce:

- Culturally diverse volunteers including asylum seekers

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- Young people - gaining valuable skills - the future of our nation
- Older people - have skills and experience to offer