

Volunteer Policy

Recruitment

Currently the Principal Solicitor and Events and Resources Development Manager are responsible for the recruitment of volunteers. PLP will advertise as required in appropriate media. All applicants must complete an application form which is available from our website.

Shortlisted applicants will be interviewed.

Selection

Placements will match the volunteer's skills, experience, and interests with the organisation's needs and will take into account the applicant's reasons for applying and commitment to PLP's objectives. Appointment is subject to receipt of two satisfactory references.

Time commitment

PLP usually asks for a commitment of 1 to 2 days per week for three months. The required time commitment may vary by mutual agreement however PLP will not base any selection decisions on an inability to provide more than the minimum time commitment

Nature of duties

The volunteer will be expected to perform a mix of duties at least some of which will be clerical. Nature of duties will be discussed with the volunteer at the start of the volunteer period. The nature of duties may change during the volunteer period due to the activities of the Project.

Induction and Welfare

Inductions take place within the first two weeks of a volunteer's placement and will be carried out by the Office Manager. The induction includes key policies such as confidentiality and data protection. The volunteer induction check list and paper work can be located on the central drive in the volunteer's folder.

The Office Manager is responsible for all issues relating to volunteer welfare.

Supervision

The volunteer will be supervised by and accountable to whichever member of staff has set the projects the volunteer undertakes. Therefore, the supervisor may change during the volunteer period.

Expenses

PLP pays all reasonable travel expenses and a daily subsistence of £5.00.