



Irish Pipe Band Association Volunteer Recruitment Policy

Policy Statement

People are our most important asset.

Volunteers play an important role in the work of the Irish Pipe Band Association.

We therefore recognise that it is crucial that we attract volunteers to our organisation to help us achieve our aims and associated goals.

We provide appropriate support and supervision to allow volunteers to realise their full potential in their role with the Irish Pipe Band Association

We appreciate and value the significant contributions that volunteers make to the aims and objectives of the Irish Pipe Band Association.

We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role.

Eligibility

Generally, the Irish Pipe Band Association will consider involving anyone who wishes to volunteer with us.

However, prospective volunteers must demonstrate a commitment to the aims of the Irish Pipe Band Association and their availability as volunteers must align with the needs of the Irish Pipe Band Association.

Volunteers must comply with the Constitution, Rules and Policies of the Irish Pipe Band Association.

Our volunteer recruitment process is free from any unlawful discrimination.

For some volunteer roles, specific selection criteria may apply to determine the suitability of a volunteer candidate to a particular role. In addition, selection criteria may become relevant where there are more applicants for a particular volunteer role than positions available.

Selection criteria are based on the relevant skills, willingness to undertake training, qualifications and experience of volunteer candidates.

Recruitment and Selection

Depending on the role to be filled, our recruitment and selection process may include some or all of the following stages:

- Preparing a Volunteer Role Description
- Preparing and placing a volunteer recruitment advertisement
- Agreeing selection criteria
- Meeting volunteer candidates, collectively or individually, to discuss the nature and expectations of the volunteer role
- Short-listing applicants against agreed selection criteria
- Notifying interview candidates and unsuccessful applicants
- Interviewing of candidate volunteers by a suitably briefed interview panel
- Assessing candidates against agreed selection criteria
- Offering a volunteer role to the successful candidate(s)
- Verifying relevant educational qualifications of successful candidate(s)
- Checking references with referees nominated by a successful volunteer candidate
- Completion of Garda vetting(if applicable)

Confidentiality and Data Protection

The Irish Pipe Band Association respects the right to privacy and confidentiality of our volunteers and prospective volunteers.

The Irish Pipe Band Association may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of volunteers, need to process both personal data and special categories of personal data (including, for example, information relating to health). The Irish Pipe Band Association will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to volunteers or prospective volunteers, and the purposes for which such data may be used are set out in the Irish Pipe Band Association's data protection policy, (which may be amended or updated from time to time).

Reference Checks

References checks may be undertaken and any verification of educational qualifications, which involves contact with a third party will only take place once the Irish Pipe Band Association forms a clear view that it would like to recruit a candidate volunteer.

The Irish Pipe Band Association will request the permission of the candidate volunteer in advance of checking references or qualifications.

Training and Development

As part of their introduction, to the role which they will fill,, the volunteers will be provided with a detailed Volunteer Role Description.

The Volunteer Role Description specifies the responsibilities and tasks involved in the volunteer's role, the Irish Pipe Band Association's expectation as to the manner in which these responsibilities and tasks will be carried out and any other relevant information applicable to the role.

The volunteer will have an opportunity to voice any queries they may have about their role.

In addition, the volunteer will be provided with information about:

- The vision, mission and organisational structure of the Irish Pipe Band Association
- How their role fits within the broader purpose of the Irish Pipe Band Association
- The supports available to volunteers in the Irish Pipe Band Association's including key contacts, information about the volunteer's supervisor and communication channels within the Irish Pipe Band Association
- The type of commitment expected of volunteers
- The space, equipment and facilities necessary for the volunteer to carry out their role
- Health and safety, including any applicable risk assessments in respect of the volunteer's role
- The Irish Pipe Band Association's Code of Conduct for Volunteers
- All other relevant policies and procedures of the Irish Pipe Band Association

An appropriate level of training is offered to all volunteers to enable them to fulfil their role as effectively as possible.

Support and Supervision

Volunteers have access to support and supervision during their volunteering period.

Difficulties that arise will be dealt with in a fair, open and efficient way and in line with the Irish Pipe Band Association's Constitution, Rules and Policies.

All volunteers are allocated a designated point of contact, who, they should contact if they have any questions about their role or if any difficulties arise in the course of carrying out their role.

Review of Policy

The Irish Pipe Band Association will review this policy at yearly intervals or as appropriate.

The Secretary of the Irish Pipe Band Association is responsible for ensuring that this policy is implemented effectively.

All other members and volunteers are expected to facilitate this process.