**Group Recruitment Plan**

**Current situation**

Example: “X Group has had a number of volunteers leave over the last year and now they are left with 1 volunteer in Squirrels, 1 in Beavers, 2 in Cubs and 2 in Scouts. Most of the volunteers have two or more roles because they know that if they don’t then the section will shut down. The Group Lead Volunteer works well with existing volunteers and there is a full Trustee Board.”

Following research and consultation with current volunteers, the reasons for recruiting new volunteers are:

Example reasons:

1 – To have enough volunteers so that nobody has more than one role

2 – To take the pressure and stress off of current volunteers

3 – To give the current volunteers a chance to take a break

Recruitment is an ongoing part of the Group’s activities and should be happening continuously. This plan will next be reviewed on: .

The table below shows the steps we will take to recruit new volunteers and how we will go about this:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What will we do?** | **How will we do it?** | **Who is responsible?** | **Who is helping?** | **Notes** | **Estimated Completion Date** | **Complete (yes/no)** |
| Identify what tasks need filling within the Group | Meet with current volunteers to make a list of all the tasks we need people to do in the Group |  |  | [Scouts | Team Descriptions](https://www.scouts.org.uk/volunteers/volunteer-experience/volunteering-together/team-descriptions/) |  |  |
| Work out what skills and qualities someone would need to do each task | Discuss with current volunteers what kind of people we are looking for |  |  |  |  |  |
| Advertise vacancies | - Set up a vacancy board  - Create/use social media pages  - Send out email to parents  - Contact local university  - Contact local businesses |  |  | [Vacancy Cards | Brand Centre](https://scoutsbrand.org.uk/catalogue/item/vacancy-cards)  [Vacancy Board | Brand Centre](https://scoutsbrand.org.uk/catalogue/item/vacancy-board)  [Student recruitment | Scouts](https://www.scouts.org.uk/volunteers/growing-scouts/recruitment-toolkit/student-recruitment/)  [Working together with local business | Scouts](https://www.scouts.org.uk/volunteers/growing-scouts/furthering-reach-toolkit/engaging-with-communities-and-people/working-with-local-businesses/) |  |  |
| Run an open evening | - Organise bases for YP and adults to come and take part in together  - Invite adults via email  - Contact local schools to invite more YP and adults |  |  | [Open Events | Scouts](https://www.scouts.org.uk/volunteers/growing-scouts/get-more-young-people-involved/open-events/) |  |  |
| Host an adult talk | At open evening, take adults aside and discuss volunteering |  |  | [Adult talks | Scouts](https://www.scouts.org.uk/volunteers/growing-scouts/recruitment-toolkit/adult-talks/) |  |  |
| Set up adult rota | Email adults of YP to ask them to join parent rota |  |  | [Adult rotas | Scouts](https://www.scouts.org.uk/volunteers/growing-scouts/recruitment-toolkit/adult-rotas/) |  |  |
| Run a 4-week challenge | - Invite adults at the open evening/adult talk to take part in 4-week challenge.  - Organise neckers for all adults  - Order certificates |  |  | [Four week challenge | Scouts](https://www.scouts.org.uk/volunteers/growing-scouts/recruitment-toolkit/four-week-challenge/) |  |  |
| Recruit young leaders | Contact local Explorer Unit/DESC to discuss links |  |  |  |  |  |
| Welcome and support new volunteers | - DBS checks  - Mandatory training  - Assign a buddy  - Meet the team  - Give yellow card  - Check in regularly |  |  | [Induction | Scouts](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/induction/)  [First impressions | Scouts](https://www.scouts.org.uk/volunteers/growing-scouts/recruitment-toolkit/first-impressions/)  [Welcome to Scouts | Scouts](https://www.scouts.org.uk/volunteer/welcome-to-scouts/) |  |  |
| Say thank you! |  |  |  | [Celebrating success | Scouts](https://www.scouts.org.uk/volunteers/running-things-locally/recruiting-and-managing-volunteers/celebrating-success/) |  |  |