

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 young people than they can manage.
- 2 – To take the pressure and stress off 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		
Work out what skills and qualities someone would	Discuss with current volunteers what kind of people we are looking for					

need to do each task						
Advertise vacancies	<ul style="list-style-type: none"> - Set up a vacancy board - Create/use social media pages - Send out email to parents/carers/guardians - Contact local university - Contact local businesses - Create an advert on our volunteer vacancy tool on Adult Membership system. 			Vacancy Cards Brand Centre (search for vacancy – to find the cards and board) Vacancy Board Brand Centre Student recruitment Scouts Working together with local business Scouts How to create volunteering opportunities on vacancy tool.		
Run an open event	<ul style="list-style-type: none"> - Organise bases for young people and adults to come and take part in together. - Invite adults via email. - Contact local schools to invite more young people and adults. 			Open Events Scouts		
Host an adult talk	At open event, take adults aside and discuss volunteering.			Adult talks Scouts		
Set up adult rota	Email adults of young people to ask them to join adult rota.			Adult rotas Scouts		

Run a 4-week challenge	<ul style="list-style-type: none"> - Invite adults at the open event/adult talk to take part in 4-week challenge. - Organise neckers for all adults - Order certificates 			Four week challenge Scouts		
Recruit young leaders	Contact local 14-24-year-old team leader to discuss links					
Recruit from 18-24-Year-old team (network)	Contact local 14-24-year-old team leader to discuss links.					
Welcome and support new volunteers	<ul style="list-style-type: none"> - criminal record check - Complete Growing Roots Learning - Assign a buddy - Meet the team - Give yellow card - Check in regularly 			Induction Scouts First impressions Scouts Welcome to Scouts Scouts [add link to growing roots when available]		
Say thank you!	<ul style="list-style-type: none"> - Thank You card - Certificate for completing training 			Celebrating success Scouts		