Manager Responsibilities

Outline of Manager responsibilities in the appointment and management of Volunteers

[Manager Responsibilities](#)
[Volunteer Procedure Flowchart](#)

Step 1. Identify Volunteer Role

Lists of volunteer roles by Service. Roles contain details of role purpose, main tasks, basic skills and pre-enrolment checks.

[Health & Social Care](#)

[Education & Childrens Services](#)

[Infrastructure Services](#)

Guidance on how to create a new Volunteer role if there is not a suitable existing role available as well as consideration to Insurance requirements.

[Volunteer Role Creation Guide](#)

[Insurance](#)

[Driving Roles Insurance](#)

Step 2. Advertisement and Application

Documents to be provided to potential volunteers to enable their application and, where appropriate for the role, Disclosure Scotland check.

[Volunteer Application Form](#)

[Covering Letter](#)

[Two original forms of ID](#)

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[No Photo ID Available](#)

[Document Verification form](#)

Step 3. Pre-Enrolment Checks

Details of pre-enrolment checks required for Volunteers, including links to appropriate forms and procedures.

[Right to Work](#)

[One Reference](#)

[Overseas Criminal Record Check](#)

[Disclosure Scotland check](#)

[Confirm Appointment email](#)

[Withdraw offer email](#)

[Driving](#)

Step 4. Volunteer Agreement, Induction & Training

Documents to be provided to, and discussed with, volunteers to ensure their proper induction, training and understanding of their role as a volunteer.

[Under 18 Factsheet.](#)

[Volunteer Agreement](#)

[Confidentiality Agreement](#)

[Induction and Training](#)

HR & OD POLICIES

human resources and organisational development

[Induction Checklist](#)

[Confidentiality & GDPR](#)

[Volunteer Responsibilities & Support](#)

Step 5. Volunteer Files

Guidance for managers on the storage of documents for Volunteers
[Volunteer Record Keeping](#)

Step 6. Volunteer Management

Manager information for managing volunteers in roles
[Expenses Factsheet](#)

[Expenses Form](#)

[Misconduct of Volunteers](#)

Step 7. Leavers Process

Manager information relating to maintenance of volunteer records.
[Volunteer Update Template Letter](#)

Volunteer Update Template [Pro Forma](#)

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