

If you are looking to recruit new volunteers, follow this guide to help you plan the process.

Getting Started

Imagine a new colleague: a new volunteer, or recently-appointed trustee.

How easily could they see:

- *How volunteer involvement contributes to the central aims of your organisation?*
- *What resources (people and time) your organisation is currently committing to developing its volunteer programme and what the current key objectives are?*
- *How your organisation shows that it welcomes, values and thanks volunteers?*

Your Volunteer Policy and Forward Plan should help them to understand this.

Recruitment Planning

Ask your current volunteers for feedback.

- *What do they get out of volunteering?*
- *How they heard about you?*
- *What else they'd like to get involved in at your museum?*
- *What could the museum do to improve the way it welcomes and looks after volunteers?*

Find out why previous volunteers moved on.

- *What went well during their time at the Museum?*
- *What didn't go so well and why?*
- *What could the museum do to improve the way it welcomes and looks after volunteers?*

Flexible Recruitment

Consider offering flexible volunteering roles, such as project based or one off opportunities. These can be a good introduction to volunteering that may lead to a longer term role.

Saltash Museum

Has lots of bite-sized volunteer opportunities ready to go - with the idea that a new volunteer can get to know the organisation with a small project.

Bristol Museum and Art Gallery

Offers one-off days of volunteering for busy young people, providing a clear role description, training, supervision and point of contact on the day.

The Roman Baths

Offers project-based volunteering, for which a group is recruited together. For example, a group of students were recruited together to help document the Beau Street Hoard.

Top tips:

- You can easily gather volunteer feedback with an **online survey**
- **Survey Monkey** or **Google Forms** are free and user friendly
- Use any **positive quotes** you get from the survey in your recruitment for future volunteers
- Consider an **annual survey** to check how your volunteers are doing

The Recruitment Process

Consider the following questions and suggestions when you are beginning the recruitment process.



Examples of a Supportive Induction and a Warm Welcome

- *A small North Devon museum operates a 'buddy system' for new recruits. Buddies sign off the induction checklist with new volunteers to confirm they have been supported through the induction.*
- *Weston Museum holds Volunteer Days. These are group training and induction days, in which existing volunteers take part so new volunteers quickly get to know the wider team.*

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