

Volunteer Recruitment Process

Applying to become a volunteer may seem a little daunting for some people however, the volunteer service is here to guide and support you through the process. Please be aware that due to the robust process, recruitment can sometimes take a few weeks.

Process breakdown	Comment
On-line application	To apply online you will need access to a computer and an email address. If you do not have access to a computer, please ring the volunteer service to discuss other options.
Informal meeting with the Volunteer service	This is an opportunity to discuss the recruitment process, for you to learn more about us and us learn about you, the support you can expect and more about the role you are applying for.
NHS Identity (ID) check	<p>The ideal documents to provide are:</p> <ul style="list-style-type: none"> • Passport • Driving Licence (Provisional OK) • Council Tax Statement (within last 12 months) • HMRC or Benefits Statement • Birth Certificate • Bank Statement (within last 3 months) • Utility Bill (within last 3 months) <p>Here is a link to more information to the acceptable documents: https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021</p> <p>Please contact the volunteer service if this proves difficult.</p>
Two references	Referees should not be friends or family members and business/formal contact details are required.
Disclosure and Barring Service Criminal Records Check	<p>The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. However, having a criminal history will not necessarily exclude you from volunteering.</p> <p>Documents that you provide for your NHS ID check will also be used for this check.</p>
Occupational health assessment	<p>The Occupational Health assessment is in place to safeguard your health, safety, and wellbeing and that of others you may come into contact with. The process is in two parts:</p> <p>1. Online questionnaire – with general health questions. This may need follow</p>

Occupational health assessment, cont.	<p>on appointment/s with occupational health, which can be over the phone or face to face dependant on the assessment needed</p> <p>2. Immunisation check – if possible provide proof of your immunisation history, this may be obtained from your GP's reception as a print out. You may need a blood test to assess your immunisation status and follow up inoculations /injections</p> <p>Other information:</p> <ul style="list-style-type: none"> • Your health information is confidential with occupational health • Where face to face appointments are required, please be aware that the locations of these are limited. Please discuss this at the time of booking an appointment
Meeting with your potential supervisor	This is an opportunity to visit the service, meet staff and learn more about each other.
Trust Welcome/ Induction	This is an online course which lasts between 2 and 3 hours.
Mandatory eLearning Modules	You will need to complete several online courses prior to starting your volunteering and these will need to be repeated on an annual basis. Access to these courses is through our Learning Management System LMS. The volunteer service will give you more information regarding this.
Managing Violence and Aggression training (MVA)	<p>One day face to face course on dealing with people, managing potential conflict and keeping safe in the workplace. The training is held at one of the venues listed below. There are some roles which do not need this training, but the volunteer service will advise you on this.</p> <p>Please note: This is important mandatory training which you must attend. Places are extremely limited so if booked on please do your very best to attend. Not attending may delay you starting your volunteer placement.</p>
Training Venues	<ol style="list-style-type: none"> 1. Pennine Care Learning & Development Department Outram Road, Globe Lane Industrial Estate, Dukinfield, SK16 4XE 2. Pennine Care Learning & Development Department Horton House, Southlink Business Park, off Hamilton Street Oldham, OL4 1DE 3. Cherrywood Clinic, Royal Oldham Hospital, Rochdale Road, Oldham OI1 2JH

Please remember the volunteer service is here to support and guide you through the above process.

If you have any questions about the above information, please contact us by emailing volunteering.penninecare@nhs.net or phoning 0161 716 3365.

Thank you for taking an interest in volunteering with Pennine Care and we look forward to receiving your application.

