

Volunteer Recruitment Policy

New members of Black Country Radio will only be accepted as volunteers at Black Country Radio if a specific role has been identified, they have been interviewed and accepted and a training plan / mentor has been agreed.

No new volunteer will be able to go on air until training has been completed unless there are extenuating circumstances which must be agreed with the board. Presenters with previous experience may be able to take part in a modified training package if the station needs to them on air to fill an unexpected gap in the schedule.

There will be two routes to becoming members of Black Country Radio – unsolicited applications and targeted recruitment.

Remember all roles are voluntary, and no roles can have any requirements that may be defined as a contracted employment role.

Unsolicited applications

Black Country Radio will encourage potential volunteers to apply for specific roles which will be outlined on the website detailing any specific skills and/or experience that are required for the role.

Department managers will be responsible for identifying, interviewing and making decisions on any application to join Black Country Radio. New volunteers will always have a role that they will initially undertake and will be expected to undertake any training that is required for that role.

Roles should be advertised in consultation with the Head of Marketing and Head of Online and should only be made through via official Black Country Radio channels.

All roles will be advertised through the BCR Forum and BCR email, the BCR website and social media channels. Roles may also be released through other methods by the Head of Marketing - e.g. voluntary service organisations, media platforms and press opportunities.

All new applications will be placed in Google Drive forwarded to key personnel and departments to see if candidates would be appropriate for roles within their department.

Open mornings may be held with interested people who are looking to get involved with Black Country Radio.

There may also be opportunities for line managers, or representatives from their teams, to attend open days or other events to attract new volunteers. It is expected that if teams

are looking for new members, they will attend such events to promote the station opportunities.

Targeted recruitment

There will be circumstances that Black Country Radio will wish to seek and appoint to a specific role that requires experience and/or knowledge that may not be readily available from general applications or an individual may be known to Black Country Radio that we may wish to approach because we believe that their skills, knowledge or experience will enhance Black Country Radio.

Targeted recruitment may include:

- Daytime presenters where we require previous experience
- Technical expertise
- Where Black Country Radio identifies a particular type of show they wish to develop
- Where Black Country Radio identifies a particular person they believe would enhance the station's output

Recruitment process

All volunteers wishing to join the station MUST complete a BCR application form on the Black Country Radio website under Vacancies. The Application form asks for references and the managers can choose whether they require such references. For potential volunteers previously unknown to the station this is advised.

All applications are held on the Google portal.

The managers should review any applications to see if they should be progressed. It is okay to decline an applicant if you do not feel at this stage they are suitable. In which case you should inform the co-ordinating lead, who will advise the candidate accordingly.

Where any potential volunteer will be undertaking **an on air role** - e.g. presenting, commentating or reading news, **the volunteer MUST undertake a voice-test.** This should be relevant to the role they are doing - so for example, news reading should read a 30 second script, a commentating or news reporting in should take a scenario of what they will cover. Remember to make any candidate comfortable - you want to get the best from them!

Where a role requires the **written word** - e.g. writing scripts or reports for the website, social media - **you should undertake a written test.**

Consider any other tests you require from the candidate which is relevant to the role. Keep everything informal - you are assessing their capability for the role, as much as they are assessing getting involved with the station.

If you feel the candidate is suitable, you should ask the individual to get involved in the department/role over a 2-4 week period. This is a trial for you to assess their knowledge, initiative and commitment to the station. At all stages the candidate should be mentored, either by the line manager or a member of your team. The potential volunteer should demonstrate keenness and enthusiasm to be involved with the station during the recruitment process and during any trial period.

During this period managers are responsible for gaining **references** for the candidate, as required.

As part of this **Induction** you should go through the **BCR Volunteer Handbook**, ask the volunteer to complete a **volunteer agreement**, sign the **code of conduct** and complete a **personal information form** and go through the **training plan**.

Completed proforma, including references, and training plan should be sent to the co-ordinating lead manager. The candidate will be added to the database of members, an online Personal Information File set-up, BCR email and access to Google Portal Service setup, plus they will be added to the Facebook Forum (as required). Once this is completed the candidate has officially joined the station. By joining the station you consent to information being held on you in line with the General Data Protection Regulations 2018.

Only when this process has been undertaken does the candidate become an official volunteer with the station. Candidates MAY NOT undertake volunteering duties until this is done as they not insured.

This paperwork, and their application, is held on the Google portal under the volunteer name. All personal information is held in line with **Black Country Radio's Privacy Policy**. Once this is received, the volunteer will receive the appropriate logins for Black Country Radio studio equipment (e.g. a Myriad account), a Black Country Radio email and login to the Google Portal service and be invited to join the closed Black Country Radio Facebook Forum.

Line managers should continue to mentor new volunteers. New volunteers are under trial for approximately 3 month period and while they have full volunteer status, you should expect them to fill the role requirements within reason, and line managers should provide appropriate training. Managers should meet with them after three months to assess progression etc - and as appropriate during the 3 months.

If at any time you feel that the volunteer is not suitable for the station, or the volunteer no longer wishes to be involved, the volunteer can leave without going through the **Problem**

Solving Procedure . Please note that the Volunteer can choose to go through this process if it is not by mutual arrangement.

If at any time a volunteer chooses to leave the station, you should advise the Volunteer Manager and arrange for an Exit Interview to take place. (see our **Leaving and Inactive Membership Policy**).

Joining Black Country Radio

Recruitment Process

