

Recruitment Procedures

Details

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Recruitment Procedures.

1. Potential member reads website and asks for info.
2. Secretary responds, inviting each person to complete the application form, on receipt of which she will arrange for a member to ring the potential member for a chat about our work. .
3. When received, Secretary sends application form to Recruitment and Training Lead, who arranges phone call with the potential member, answering their questions and discussing ways they may become involved, expectations and timescales and training.
4. Recruitment and Training Lead arranges with Friday team a convenient date for person to visit AMC to meet members, visitors and clients.
5. Secretary invites every potential member to a Welcome Evening.
6. Secretary invites each person to general meeting, AGM and events.
7. Everyone is invited and expected to complete the introductory training. All potential members are invited and strongly advised to do the full training programme. This is essential for visitors, but also (greatly helps) enables all members to understand how they can best support our work in their different roles.

ADS 07.09.16

Southampton and Winchester Visitors Group *Working with asylum seekers and refugees*
Patrons: Miriam Margolyes OBE, John Pilkington, Dr Shirley Firth **Registered charity:** 1103093

SWVG P O Box 1615 Southampton, SO17 3WF

Email: admin@swvg-refugees.org.uk **Telephone:** 0750 317 6350 **Web:** www.swvg-refugees.org.uk



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