## TSC Category
Volunteer Partnership

## TSC Description
Conduct volunteer recruitment activities

### TSC Proficiency Description

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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<td><strong>TSC Description</strong></td>
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<tr>
<td>Provide administrative and logistical support for volunteer recruitment</td>
<td>Support the recruitment of volunteers</td>
<td>Implement volunteer recruitment strategy for the organisation</td>
<td>Develop the volunteer recruitment strategy for the organisation</td>
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#### Knowledge
- Volunteer management frameworks
- Types of volunteers
- Types of volunteer recruitment activities
- Logistical support required for volunteer recruitment activities
- Types of recruitment methods for volunteers
- Interview techniques and processes
- Purpose and information in volunteer collaterals
- Organisation’s policies and Standard Operating Procedures (SOPs) related to volunteer management
- Volunteer screening methods
- Volunteer recruitment platforms
- Risk management processes in volunteer recruitment and selection
- Legislation and guidelines regarding volunteers’ recruitment
- Organisation recruitment methods and training processes
- Range of volunteer recruitment strategies, policies and procedures
- Volunteer selection methods
- Range of volunteer sources, profiles and recruitment platform
- Approaches to expand the volunteer pool
- Roles and responsibilities of volunteers
- Risk management strategies in volunteer recruitment and selection
- Emerging approaches to expand the volunteers pool
- Current trends and best practices in volunteer recruitment
- Opportunities for skills-based volunteering in the organisation
- Procedures for developing risk management guidelines in volunteer recruitment and selection

#### Abilities
- Describe to potential volunteers on the importance and contributions of volunteers to the organisation’s service delivery strategy
- Identify interests of the type of volunteer group targeted by the organisation
- Support volunteer recruitment activities by
- Develop job descriptions for volunteers
- Execute volunteer recruitment in line with SOPs
- Suggest potential volunteer sources and recruitment platforms
- Collate volunteer application and shortlist in accordance with role profile requirements
- Define the purpose and role of volunteers
- Identify profiles and number of volunteers required
- Identify potential volunteer recruitment sources and recruitment strategies
- Develop recruitment and selection checklist and evaluation methods
- Develop volunteer recruitment strategies, policies and processes in consultation with management
- Identify new volunteer recruitment sources and platforms
- Co-design interviews or tests for selecting volunteers
- Establish new collaborations with
<table>
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<tr>
<th>Providing logistical and administrative support</th>
<th>Interview volunteers under guidance</th>
<th>Based on programme needs</th>
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<tbody>
<tr>
<td>• Conduct risk assessment of volunteer position and identify risk mitigating actions in recruitment process</td>
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<td>• Implement volunteer recruitment strategies, policies and processes</td>
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<td>• Assess suitability of volunteers for programmes</td>
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<td>• Evaluate effectiveness of recruitment strategies methods and platforms</td>
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<td>• Collaborate with communities or corporate organisations to secure a strong pool of volunteers</td>
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<tr>
<td>Communities or corporate organisations to expand volunteer pool</td>
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<td>• Develop risk management guidelines for selection and recruitment of volunteers</td>
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