

Recruitment

To be recruited as an Autism Health & Well-Being Volunteer, we require you to commit to a recruitment and training process. This is to ensure that each volunteer has the skills, knowledge, and support from Autism Hampshire that they need to carry out the role in a mutually safe and beneficial way.

We are aware that the process might seem a little daunting at first, but we are more than happy to support and help you to complete the process, including assistance with formfilling, and continuous individual support from the Autism & Health Project Team if needed.

Please note that all applicants will need to complete an enhanced DBS check, which is free for volunteers.

Recruitment Process Overview:

- Informal discussion about the Autism & Health Project and the role of the Autism Health & Well-Being Volunteer. This will be with the volunteer coordinator and can be done in person or by video call (MS Teams). You will also be given an overview of the Autism & Health Project, a volunteer role description, and an application form.
- You will need to complete and submit the application form, including providing the contact details of two referees
- If Autism Hampshire thinks that you may have the skills needed for the role and if we have a vacancy in your area, you will be invited for a discussion with the coordinator so that we can find out more about you and your application, and you can decide if the role is right for you
- The discussion is informal and usually takes about an hour
- We will discuss what you have included in your application
- We will go through each item listed on the Volunteer role description

After interview:

- You will be supported to complete a DBS form
- Autism Hampshire will contact your two referees to provide character references
- You will need to sign the volunteer agreement, confidentiality, and data protection agreement, and complete the
- new starter information. These will be sent to you, but can be filled in with help from Autism Hampshire if required
- Please note it can take some time for the DBS to be returned and we have no control over this. We will not be able to proceed further with your volunteer recruitment until we have these documents.
- When we have your DBS and references returned the Volunteer Coordinator will need to see the original document and take a copy of it. They will contact you to arrange this.
- Once recruited, you will receive a volunteer badge with your photo on it

Training and Support:

Following recruitment, you will receive further support and training. This will consist of:

1. An induction with the coordinator lasting approximately one hour to include:
 - Information about Autism Hampshire and who is who
 - About your role and training needs (training to be undertaken)
 - What you will do in the post as a volunteer and how this will work at different venues
 - Companion work
 - Processes and policies
 - Access MS Office and Autism Hampshire email
 - Any reasonable adjustments and support you may need
 - Next steps/Shadowing
2. E-Learning:
 - Safeguarding – 3 hours online workshop
 - Autism Training – 3 hours online workshop
3. Regular support from the coordinator.

You will also be invited to an informal once monthly volunteer meeting, in person or Teams. These are not compulsory, as we understand that our volunteers have busy lives, but they offer a valuable opportunity to share good practice and discuss ideas with other volunteers and Autism Hampshire staff.