

Volunteer Recruitment Pack

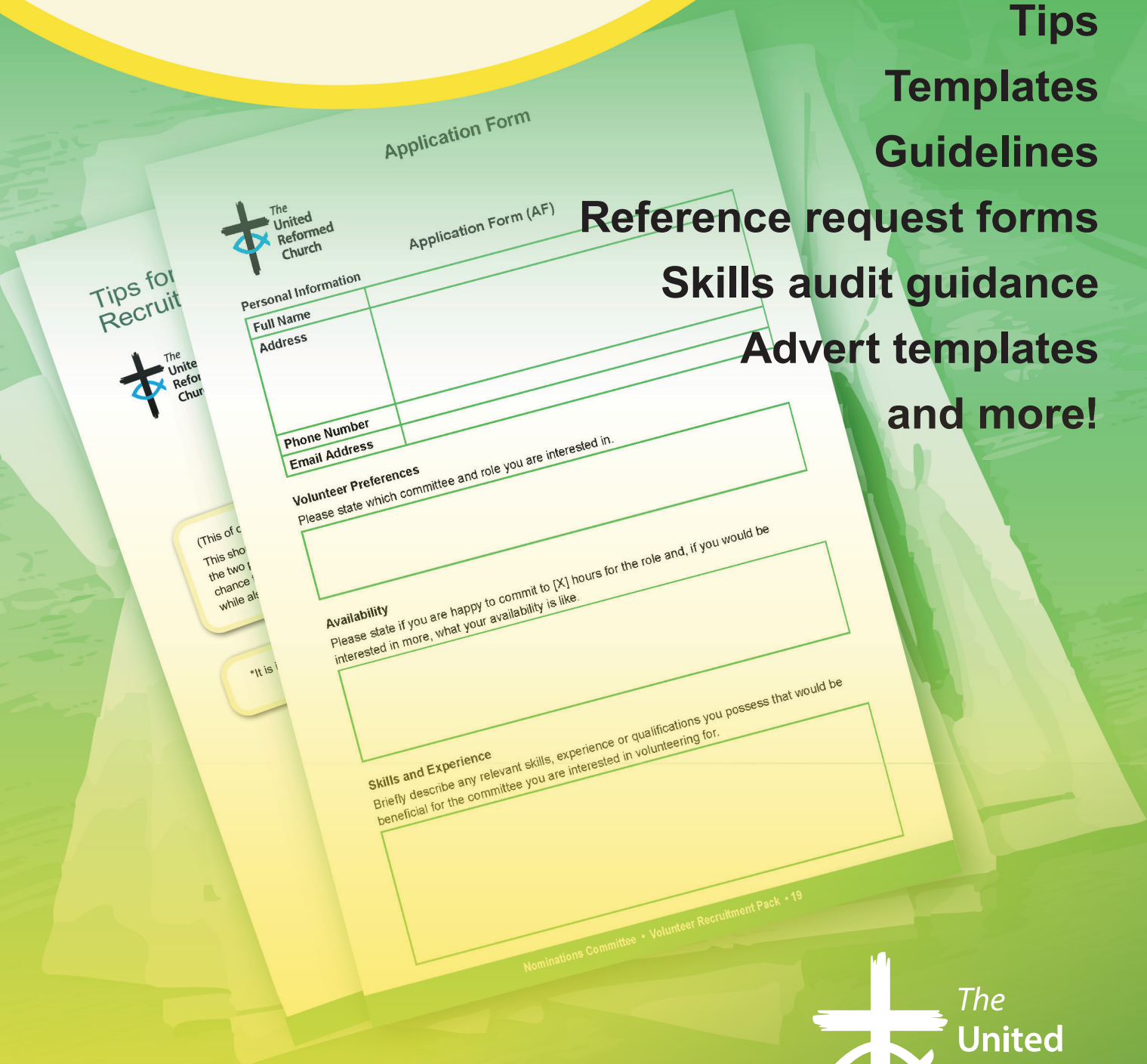
Including
Tips

Templates
Guidelines

Reference request forms

Skills audit guidance

Advert templates
and more!



Nominations Committee

Volunteer Recruitment Pack

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Overview of Process for Safer Recruitment onto Committees

Preparing and Planning

Identify need

Assess the necessity of the position within the committee well in advance. Initiate preparations 18 months prior, allowing ample time for evaluation of committee turnover and strategic planning before initiating action.

Role Description and Specification

See existing template for the position, make sure you are happy with it, ensure the role description has sufficient detail and a list of responsibilities, and that requirements for the position are clear. Adjust/amend as needed.

Advertising

(Use advert template and see guidance)

Advertise the position through appropriate channels (eg, church bulletin, website, relevant social media).

Selection

Expression of Interest Submission (Application Submission)

Get interested party to complete and submit an expression of interest form. Direct to URC website where they will find forms to apply.

Initial Screening

Screen interest forms to ensure candidates meet basic requirements outlined in the job role and also consider Equality, Diversity and Inclusion values.

(If applicant has declared any criminal convictions on form, provide document for self-declaration of criminal history.)

Discussion Meeting (Interview)

Conduct face-to-face meeting with shortlisted candidates to assess suitability for the position. This meeting is to take the form of a more open discussion.

(Use guide on page 25 and prepare any additional questions you may want to ask.)

Reference Checks

Perform reference checks for the selected candidates to verify their background and character.

(If candidate has been recommended from someone in the committee, it could be worth getting a reference from them.)

If the applicant is under 18, please speak to Nominations Committee for further guidance.

Background checks

Verify ID.

Obtain DBS/PVG if required. (Remember, if DBS is required then extra documentation may be needed – see further guidance.)

Approval

Review all gathered information and make a decision on whether to approve the candidate for the position.

Trial Period

Set and agree on [X] month trial period for the role. Explain this can be reviewed.

Post Appointment

Record Keeping

Confirmation letter to be sent out to volunteer.

Two copies of signed agreements (one to be kept by the committee [the one being appointed to] and one for volunteer).

Provide code of conduct, details of policy and procedures (any e-learning/ training to be given to volunteer as necessary).

All paperwork to be filed away securely, and volunteer details to be recorded on database or similar.

Support and Development

Training and development opportunities

Provide necessary training to approved volunteers and any specific training related to their role.

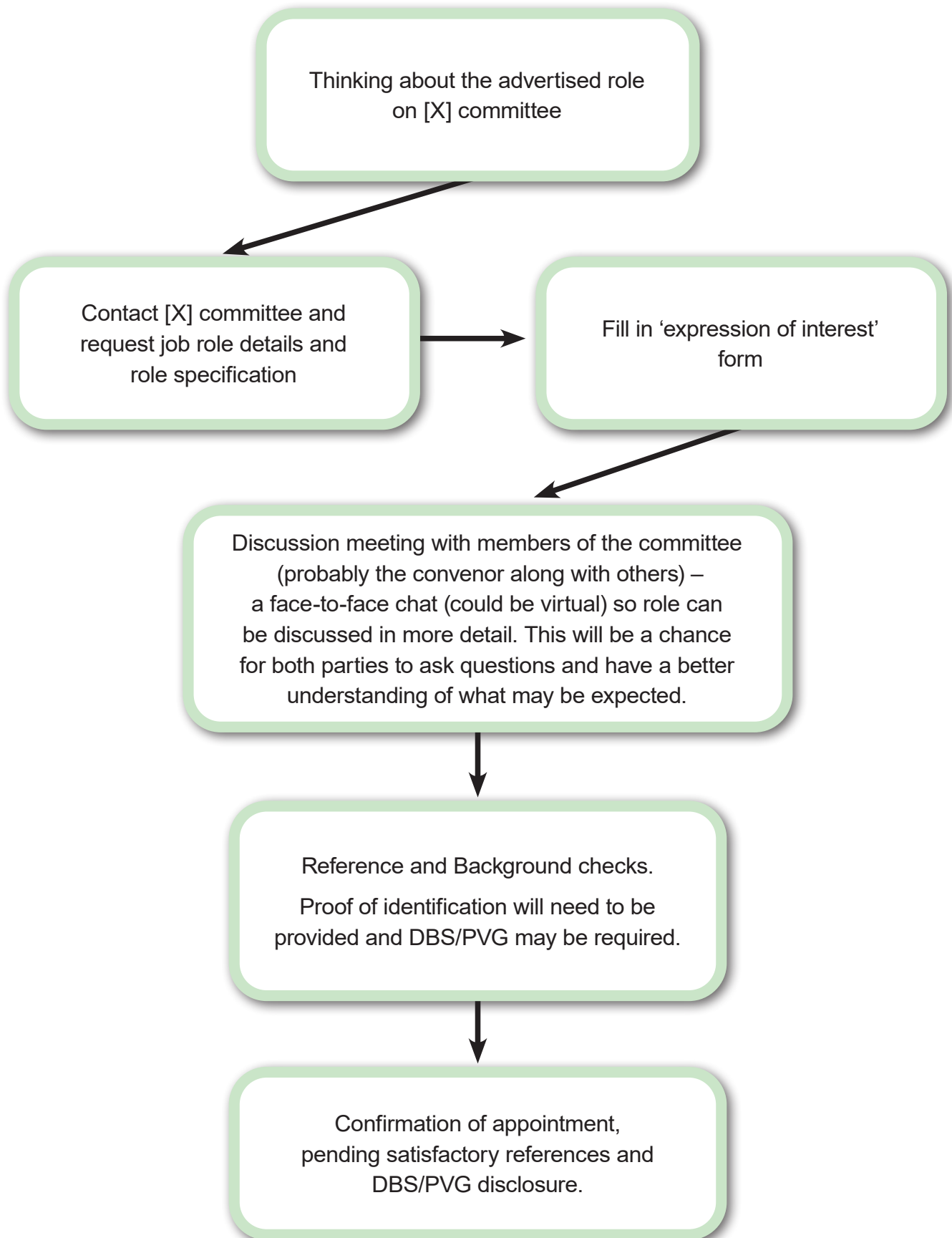
Monitor and/or supervise volunteers to ensure they adhere to policies and procedures, and provide support as needed.

Review and Feedback

Regularly review the effectiveness of the volunteer recruitment process and gather feedback from volunteers and stakeholders for continuous improvement.

A Guide for Volunteer Appointments

A guide for volunteer applicants



Role Description Template for Convenor



Role Description

Role Title	Convenor of [X] Committee
Governance Area	?? (as outlined in the Terms of Reference)
Main Points of Contact	
Connected Roles	Convenor of [X] Committee is a member of General Assembly and Assembly Executive [any other committee specific connected roles]
Sources of Support	[Administrative support provided by X] Secretary to the committee is [X]
Location	The majority of meetings will be online. Where meetings are in person, these are likely to take place at URC Church House, London.
Time Commitment	[X] online meetings and [X] in person meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings. General Assembly residential meeting (Fri to Mon) in June/July, Assembly Executive one evening in November and a residential meeting (Fri-Sun) in February each year.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the [X] Committee will be reimbursed, in accordance with the URC expenses policy.
Background:	
Committee Summary:	

Principal responsibilities and duties

Convening and Running Meetings

1. Work with the Secretary of the committee to ensure that the agenda covers the appropriate items for discussion throughout the year.
2. Ensure that the work of the committee remains within its approved Terms of Reference (and delegated authority from General Assembly or URC Trust).
3. Enable equal participation from the membership of the committee.

4. Approve minutes of each meeting for timely circulation to its members.
5. Ensure that the Committee's risk register is reviewed at appropriate intervals during the year and any necessary actions taken.
6. Submit the Committee's up-to-date risk register as part of the annual review.
7. Work with the Secretary to develop, and keep under review, the three-year plan of committee work and matters to go to General Assembly, and submit to Business Committee as required.

General Assembly/Assembly Executive

1. Ensure appropriate papers for General Assembly and/or Assembly Executive are provided to the Business Committee by the relevant deadline.
2. Present papers and associated resolutions to General Assembly or Assembly Executive with support from [X] as appropriate.

Oversee Committee Membership

1. Ensure that the membership of each committee is diverse and meets the URC's current expectations in terms of Equality Diversity and Inclusion.
2. Work with the committee Secretary and appointed Church House support to follow safer recruitment procedures in seeking new members of the committee as vacancies arise.
3. Provide a list of appropriate names to Nominations Committee for them to make final nominations to General Assembly.

Training

Undertake training in key areas as highlighted within the induction and through ongoing conversation with the General Secretariat, such training to include anti-racism training.

Working with other Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It may vary from time to time and as directed by the Business Committee/ General Secretariat.

The Convenor of [X] Committee will:–

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/ responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.

Template for Person Specification for Convenor



Person Specification

Role: Convenor of [X] Committee

Requirements	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> • Experience in convening/ chairing meetings • Leadership experience, ideally in a committee or governance role • Experience in facilitating discussions and building consensus 	<ul style="list-style-type: none"> • Understanding of the principles of safer recruitment or a willingness to learn • Knowledge of URC governance structures, policies and procedures or a willingness to learn
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills, both written and verbal, with the ability to engage and influence diverse stakeholders • Ensure effective oversight of processes and procedures • Work collaboratively with a diverse range of people • Good IT skills including Microsoft Office, Zoom and email 	<ul style="list-style-type: none"> • Ability to facilitate both online and in-person meetings • Ability to support the development of committee members • Strong public speaking and presentation skills
Other	<ul style="list-style-type: none"> • Member of the United Reformed Church • Commitment to embedding principles of Equality, Diversity & Inclusion 	

Role Description Template for Member of Committee



Role Description

Role Title	Member of [X] Committee
Governance Area	?? (as outlined in the Terms of Reference)
Main Points of Contact	
Connected Roles	[any other committee specific connected roles]
Sources of Support	[Administrative support provided by X] Secretary to the committee is [X]
Location	The majority of meetings will be online. Where meetings are in person, these are likely to take place at URC Church House, London.
Time Commitment	[X] online meetings and [X] in person meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the [X] Committee will be reimbursed, in accordance with the URC expenses policy.
Background:	
Committee Summary:	

Principal responsibilities and duties

Attending and participation in meetings

1. Attend as many of the Committee's meetings as practicably possible.
2. Read all papers carefully in advance of each meeting in order to participate in discussions and ask appropriate questions.
3. Familiarise yourself with the Committee's Terms of Reference (and delegated authority from General Assembly or URC Trust).
4. Be willing to support particular pieces of committee work outside of the meetings from time to time.

Training

Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Convenor and Secretary.

Working with other Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It may vary from time to time and as directed by the Business Committee/ General Secretariat.

Members of [X] Committee will:–

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/ responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.

Template for Person Specification for Member of Committee



Person Specification

Role: Member of [X] Committee

Requirements	Essential	Desirable
Experience and Knowledge		<ul style="list-style-type: none"> Knowledge of URC governance structures or a willingness to learn
Skills and Abilities	<ul style="list-style-type: none"> Work collaboratively with a diverse range of people Good IT skills including Microsoft Office, Zoom and email 	
Other	<ul style="list-style-type: none"> Member of the United Reformed Church 	

Role Description Template for Secretary of Committee



Role Description

Role Title	Secretary of [X] Committee
Governance Area	?? (as outlined in the Terms of Reference)
Main Points of Contact	
Connected Roles	[any other committee specific connected roles]
Sources of Support	Secretary to the committee is [X]
Location	The majority of meetings will be online. Where meetings are in person, these are likely to take place at URC Church House, London.
Time Commitment	[X] online meetings and [X] in person meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the [X] Committee will be reimbursed, in accordance with the URC expenses policy.
Background: Secretary of [X] Committee plays a vital role in supporting the administrative functions of [X] Committee. This position contributes to the efficient operation of the committee by facilitating communication, organising meetings, maintaining records, and supporting committee members in fulfilling their responsibilities.	
Committee Summary:	

Principal responsibilities and duties

Meeting Coordination

1. Schedule and organise committee meetings.
2. Prepare agendas, minutes, and documents.
3. Arrange meeting venues/platforms.

Documentation and Record-Keeping

1. Maintain accurate records of proceedings.
2. Organise and archive documents.

Communication

1. Act as primary contact for enquiries.
2. Facilitate member communication.
3. Disseminate information promptly.

Administrative Support

1. Assist with scheduling and logistics.
2. Coordinate projects and events.

Compliance and Governance

1. Ensure adherence to policies and legal requirements.
2. Uphold confidentiality and data protection.

Working with Committees [and Volunteers]

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the [insert role].

1. **First committee:** Committee meets [X] times per year; attendance and note taking responsibility etc.
2. ...

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Template for Person Specification for Secretary of Committee



Person Specification

Role: Secretary of [X] Committee

Requirements	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience in a similar administrative or secretarial role 	<ul style="list-style-type: none"> • Knowledge of URC governance structures or a willingness to learn • Understanding of the principles of safer recruitment or a willingness to learn
Skills and Abilities	<ul style="list-style-type: none"> • Strong written and verbal communication skills • Good IT skills, including Microsoft Office, Zoom and email 	<ul style="list-style-type: none"> • Attention to detail
Other	<ul style="list-style-type: none"> • Member of the United Reformed Church • Commitment to embedding principles of Equality, Diversity and Inclusion 	

Template for Advert



Volunteer Opportunities: Join our Team!

At the heart of the United Reformed Church (URC) lie numerous committees meticulously crafted to oversee and administer its multifaceted operations. These ensure robust governance structures, fostering inclusivity, and facilitating active engagement in decision-making processes across the denomination. These committees serve as the cornerstone of our organisational framework, playing an indispensable role in shaping the vibrant tapestry of our community.

We deeply appreciate our volunteers, who bring valuable skills and dedication. Their hard work helps us succeed.

We believe in the power of volunteering and invite anyone who shares our values to join us. Your time and talents can make a real difference in our committees.

Our volunteers are vital to us, and we're grateful for their commitment. They help shape our community's future and make it stronger.

In alignment with our ethos of transparency and accountability, all prospective volunteers are invited to commit a minimum of minimum of [X] hours of their time to their respective roles. Further details regarding specific responsibilities and expectations can be found in the role description provided.

Join us as we embark on this journey of collective purpose and meaningful engagement, as together we work towards an even more vibrant future for the United Reformed Church and all who call it home.

Available Volunteer Roles:

(Committee Role 1): (Brief description of the committee's purpose and responsibilities, also brief description of role and whether a DBS is required.)

(Committee Role 2): (Brief description of the committee's purpose and responsibilities, also brief description of role and whether a DBS is required.)

(Committee Role 3): (Brief description of the committee's purpose and responsibilities, also brief description of role and whether a DBS is required.)

Why volunteer with us?

- **Make an impact**
Volunteering with us means making a real difference in the lives of others and contributing positively to our community.
- **Grow spiritually**
Joining our volunteer team offers opportunities for personal growth and spiritual enrichment, fostering a deeper connection to our faith and values.
- **Build community**
Be part of a welcoming and supportive community, where relationships are nurtured, and connections are made that last a lifetime.
- **Develop skills**
Volunteering provides a platform for honing your skills, gaining valuable experience, and broadening your horizons in a supportive environment.

How to get Involved

If you're interested in volunteering for one of our committees or would like more information, please contact [name] at [phone/email]. We welcome individuals of all ages, backgrounds, and experience levels to join us in serving God and our Church community.

Please be aware that all volunteers applying for roles within the United Reformed Church (URC) are required to undergo safer recruitment procedures. This ensures the safety and protection of all members within our community. Further details on this process will be provided during the application and selection process. Further guidance can also be found on our website [link].

Tips on Advertising

The job advert template can be used as a guide. Please adjust as needed to fit your requirements.

Once decided and agreed on advert, word can then be put out.

Contact the URC communications team to advertise role on URC website. Communications Officer Ann-Marie Nye (ann-marie.nye@urc.org.uk) is a useful contact and you can liaise with her about getting it put in News Update, *Reform* and shared onto other social platforms (Facebook, Instagram, Twitter, LinkedIn).

Please note that the communications team will need anything going in News Update within the first two weeks of the month in order to make for the following month. Reform's publishing schedule can be obtained by emailing reform@urc.org.uk

Since most platforms will involve tailoring content to fit the unique characteristics and user behaviours of each platform, some adjustments could be made to attract wider/specific audience/demographic. For example:

Facebook's broad user base goes across all age groups, but it is particularly popular among older demographics. As Facebook is a more casual and social platform and we want the job ad to reflect this, think about using engaging visuals to represent the work of the committee, eg any photographs of members.

Instagram has a predominantly younger user base compared to Facebook. Instagram's user base is quite diverse and some particular committee groups might benefit from utilising this platform more. Remember that Instagram is highly visual, so it is recommended that photos and videos are used to showcase and reflect the work of your committee. Consider taking advantage of Instagram stories or polls/quizzes.

Also, utilising hashtags and geotags to target users in local communities who may be interested in getting involved could be quite useful.

Email the communications teams or set up a meeting to discuss these options.

In addition, If recruiting for a position for someone under 25, please contact the URC Youth nominations champion for the role to be advertised through URC Youth channels. Their details can be found on the Nominations Committee page of the URC website (www.urc.org.uk/nominations) or obtained via nominations@urc.org.uk

Application Form



Application Form (AF)

Personal Information

Full Name	
Address	
Phone Number	
Email Address	

Volunteer Preferences

Please state which committee and role you are interested in.

Availability

Please state if you are happy to commit to [X] hours for the role and, if you would be interested in more, what your availability is like.

Skills and Experience

Briefly describe any relevant skills, experience or qualifications you possess that would be beneficial for the committee you are interested in volunteering for.

Motivation

What motivates you to volunteer for our committee? Please share your reasons for wanting to get involved and how you believe you can contribute:

Expectations

What do you hope to gain or achieve by volunteering with our committee?

Additional Comments

Is there anything else you would like to share or any specific areas of interest you would like us to know about?

As part of our commitment to ensuring the safety and wellbeing of all individuals within the URC as a whole, we follow safer recruitment practices for all volunteer roles. This includes conducting background checks, obtaining references, and providing relevant training where necessary. By completing this expression of interest form, you acknowledge and consent to participating in our safer recruitment process, which may include additional steps beyond this initial form. If you have any questions or concerns about our safer recruitment practices, please feel free to contact us for further information.

Declaration:

I understand that submitting this form does not guarantee a volunteer position on the [X] Committee. I consent to the use of the information provided for the purpose of volunteer recruitment and selection.

Signature

Date

Please note that signatures can be typed in (electronic signatures can also be inserted).

Criminal History Declaration Consent Form



Criminal History Declaration Consent Form

The criminal history declaration consent form below is a document to be provided to volunteer applicants to disclose any past criminal convictions. This form is an essential part of the safer recruitment process for volunteers.

Importance for Safer Recruitment:

- **Risk Assessment**
This will help us evaluate if volunteers pose risks to individuals.
- **Compliance**
These forms will ensure we meet legal obligations to safeguard individuals.
- **Informed Decision-Making**
They aid in making informed decisions about volunteer suitability based on past convictions and rehabilitation efforts.
- **Confidentiality**
Information provided is kept confidential and securely stored, accessible only to authorised personnel for recruitment purposes.

Criminal History Declaration Consent form

Full Name	
Address	
Phone Number	
Email Address	
D.O.B	

Declaration:

I,, declare that I have never been convicted of a criminal offence, except for the following convictions, which are declared below:

Criminal History Disclosure:

(Please tick the appropriate box)

I have never been convicted of a criminal offence.

I have been convicted of a criminal offence. Details are provided below:

Details of Conviction:

(Please continue on a blank sheet if necessary.)

Statement of Truth

I understand that providing false or misleading information on this form may result in my application being rejected or, if appointed, my volunteer position being terminated. I certify that the information provided in this form is true and accurate to the best of my knowledge.

Signature

Date

Please note that signatures can be typed in (electronic signatures can also be inserted).

Equality, Diversity and Inclusion Form



Date of Birth:

Please circle below the answers that apply to you.

Cultural/Ethnic Origin:

- White/British
- White/Irish
- White/Other
- Mixed/White & Black Caribbean
- Mixed/White & Black African
- Mixed/White & Asian
- Mixed/Other
- Asian or Asian British/Indian
- Asian or Asian British/Pakistani
- Asian or Asian British/Bangladeshi
- Asian or Asian British/Chinese
- Asian or Asian British/Other
- Black or Black British/Caribbean
- Black or Black British/African
- Black or Black British/Other
- Arab
- Gypsy/Traveller
- Any other ethnic group
- Prefer not to say

Gender:

- Female
- Male
- Non-Binary
- Transgender
- Intersex
- Other
- Prefer not to say

Sexual Orientation:

- Heterosexual/Straight
- Bisexual
- Gay
- Lesbian
- Other
- Prefer not to say

Religion/Belief:

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No religion/belief
- Other
- Prefer not to say

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

- Yes
- No
- Prefer not to say

Tips for Committees holding Safer Recruitment 'Interviews'/Conversations



(This of course is the interview part of the process.)

This should be a face-to-face meeting and led more as an open discussion between the two parties. It will be a chance to really discuss the job role in more detail and a chance for both parties to ask questions that help assess the individual's suitability for the role while also reflecting the values and missions of the committee and URC as a whole.

It is important to set a relaxed and comfortable atmosphere that encourages open communication and authentic interaction between both parties.

Helpful Tips:

- Choose a comfortable location
- Have a casual dress code
- Start with small talk
- Use friendly body language
- Encourage conversation
- Be genuine and authentic
- Use open-ended questions
- Share stories and examples
- Offer refreshments
- Wrap up on a positive note

Below are some suggested questions/points for discussion that are designed to help the candidate feel comfortable and share more about themselves beyond their qualifications or experiences. Answers can also provide insights into the candidate's personality, motivations, and potential fit within the committee. Remember to listen actively and engage in genuine conversation to make the interview experience positive and meaningful for both parties.

The following questions are more role focused:

- What initially sparked your interest in volunteering as a [X] role for [X] committee?
- What excites you most about the possibility of being part of our committee?
- Can you tell us about a memorable experience you've had volunteering or serving in a similar capacity?
- What are some of your favourite aspects of our Church community, and how do you see yourself fitting into that?
- What do you hope to learn or gain personally from volunteering with our committee?

The following questions are more person focused:

- Can you share a little about your background and experiences that you think might be relevant to this role?
- How do you envision yourself contributing to our committee's work and goals?
- How do you typically approach working in a team or group setting, and what strengths do you bring to collaborative projects?
- Are there any specific skills or talents you're eager to bring to the table in this volunteer role?
- Can you share a fun or interesting fact about yourself that you think we should know?
- How do you like to unwind or relax outside of church and volunteer activities?
- Is there anything else you'd like to share with us about your interests, passions, or aspirations?

Tips for Committees on Equality, Diversity and Inclusion



Equality, Diversity and Inclusion (EDI)

Equality and diversity are integral to the mission and identity of the Church. By championing these principles, we not only honour God's love for all people but also create a welcoming and inclusive community where everyone can experience the transformative power of grace and belonging.

Statement of Intent

The United Reformed Church affirms its commitment to show the same openness to all people in today's world. It intends in spirit and in deed to promote equality of opportunity and diversity in all spheres of its activity and is committed to behaving as an equal opportunity organisation. It acknowledges that people are called to be diverse and lively, inclusive and flexible through the sharing of the Gospel.

In our efforts to champion EDI, it may be worth asking questions or discussing our expected standards

Point for discussion

A good starting point for EDI may be to discuss the statement of intent and the candidate's thoughts on it. Or more simply the below:

It is important to seek out and value diverse perspectives and voices in committee discussions and demonstrate cultural sensitivity and respect towards individuals from diverse backgrounds, ensuring that all voices are heard and valued.

What are your thoughts around this?

- What does diversity and inclusion mean to you?
- How would you make sure everyone feels heard and respected during our committee meetings?
- How would you make sure everyone gets a fair say in decisions we make?
- Have you ever learned something cool about diversity on your own?
How did you do it?

The guide below shows questions that reflect our standards directly. In bold are our standards with questions underneath.

- **Promote a culture of open and effective communication**
Can you tell us about a time when you helped make communication easier in a group or team?
- **Actively foster an environment which nurtures equality and cherishes diversity**
How do you make sure everyone feels valued and respected, no matter who they are?
- **Take responsibility for own personal development and develop skills and knowledge applicable to this role**
How do you like to learn new things and get better at what you do?
- **Ensure compliance with Safeguarding practice**
Have you had to make sure everyone was safe in any previous roles?
How did you do it?

Skills Audit Guidance



Skills Audit Guidance

A basic skills audit template has been created, and it can be adjusted to fit requirements of the role.

This can be used before, during or even after the initial meet/discussion to assess what skills the volunteer applicant has and will be bringing to the committee.

Assess both soft and hard skills asking about relevant experience and how they can be adapted to fit committee needs.

The six categories covered are:

- Leadership skills
- Communication skills
- Organisation skills
- Teamwork and Collaboration
- Event planning skills
- Technical skills

Skills Audit Template



Skills Audit

(Volunteer) Name

Date

Leadership Skills

	Beginner	Intermediate	Advanced	Expert
Leading group discussions and meetings				
Delegating tasks and responsibilities				
Providing guidance and support to team members				

Communication Skills

	Beginner	Intermediate	Advanced	Expert
Effective verbal communication				
Clear and concise written communication				
Active listening and empathy				

Organisation Skills

	Beginner	Intermediate	Advanced	Expert
Time management and prioritisation				
Planning and coordinating events or activities				
Maintaining accurate records and documentation				

Teamwork and Collaboration

	Beginner	Intermediate	Advanced	Expert
Working effectively in a team environment				
Respecting diverse perspectives and opinions				
Resolving conflicts and overcoming challenges				

Event Planning Skills

	Beginner	Intermediate	Advanced	Expert
Identifying event objectives and goals				
Budgeting and financial management				
Coordinating logistics and resources				

Technical Skills

	Beginner	Intermediate	Advanced	Expert
Proficiency in using relevant software or technology tools (e.g. Microsoft Office)				
Technical knowledge related to specific committee tasks or responsibilities				

Notes

Use the space below for any additional comments, examples, or reflections related to skills and experiences.

--

References

Ask the volunteer applicant to provide at least two references.

Here is the information you need to request from them:

- Referee full name
- Referee professional email address
- Referee phone number
- Relationship to applicant and how long they have known each other

Contact referees and email them the reference request template.

Email can be something like:

Dear [X]

[Name] has applied for a volunteer role as [role] for the [X] Committee. They have provided you as a contact to be their referee, therefore we would be grateful if you could complete the reference request attached.

Kind regards,

[X]

(Character) Reference Request Form



(Character) Reference Request Form

Name of applicant:

Position applying for:

Thank you for agreeing to provide a character reference for the above named applicant, who is applying for a role on [X] Committee. Your honest feedback is crucial in helping us assess the applicant's suitability for this role.

(Character) Reference Questions:

Please confirm how long you have known the applicant, and in what capacity?

Can you describe the applicant's character and honesty?

Would you say the applicant works well with others? How would you describe their teamwork/leadership skills?

Would you say the applicant communicates well? Both verbally and in writing?

Please provide details.

--

Do you believe the applicant would be a positive addition to the Church committee?

Why or why not?

--

Is there anything else you think we should know about the applicant?

--

Confidentiality Statement

I understand that the information provided in this character reference will be used solely for assessing the applicant's suitability for the committee role as stated above. I confirm that the information I have provided is true and accurate to the best of my knowledge.

Signature	
Date	

Referee Information:

Name of Referee	
Position/Occupation	
Relationship to Applicant	

Tips on Background Checks



Background Checks

As well as requesting references we will need to verify ID.
Request suitable documentation from volunteer applicant (passport, birth certificate, driving licence etc) and keep a copy on file for record.

If DBS is required, then additional documentation may be required.

Template letter for successful appointment



Date

Dear [name]

I am pleased to inform you that you have been appointed to serve as a volunteer member of the [X] Committee as [role]. On behalf of the URC, I extend my warmest congratulations and gratitude for your willingness to contribute your time and talents to our community.

Your appointment is effective from [start date] and will continue until [end date], unless otherwise specified. As a member of the [X] Committee as [role], you will be responsible for [brief description of duties or responsibilities].

We believe that your skills, experience, and dedication will greatly benefit our committee and help us achieve our goals. Your commitment to service is commendable, and we are confident that you will make valuable contributions.

Please find attached a document outlining the terms and conditions of your appointment/volunteer agreements, including any relevant policies or guidelines. If you have any questions or require further information, please do not hesitate to contact me.

Once again, congratulations on your appointment, and thank you for your commitment to our committee and the URC. We look forward to working with you and achieving great things together.

Kind regards,

[Name/title]

Template letter for unsuccessful candidate



Date

Dear [name]

I am sorry to inform you that on this occasion you have not been appointed to serve as a volunteer member of the [X] Committee as [role].

On behalf of the URC, I wish to thank you for your willingness to serve our community.

If in the future you wish to apply again to serve on a URC committee, we will be happy to consider your application.

Kind regards,

[Name/title]



The
**United
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