

Recruitment plan template

Area of work	Actions	By when	By who
Preparation	Create recruitment pack		
	Create advert		
	Create induction pack		
	Write advertising outreach plan and agree any budget for activity		
Advertising: the basics	Add your role to the national do-it.org website making sure #TeamHerts Volunteering have been added as an administrator. Contact communications@thvolunteering.org.uk for more information		
	Load Ad on Trustee Finder		
	Post Ad with Volunteer Centre or CVS		
Advertising getting the word out	Create posters/flyers (if appropriate)		
	Write press release or advert (if relevant)		
	Plan distribution of materials		
	Plan social media posts		
	Plan distribution on websites (if appropriate)		
	Plan work with partners or stakeholders		
Recruitment	Send out recruitment packs		
Engaging prospective trustees	Arrange visits to the charity		
Selection	Arrange interviews		
	Arrange emails to be sent		
	Check candidate is eligible		
	Board or General Meeting to elect or co-opt		
Induction	Arrange initial meeting with Chair or trustee		
	Send induction pack		
	Arrange external training (if appropriate)		
Other	Possibly arrange for the prospective trustee to sit in on a trustee meeting		