



## Volunteering and Disability: Top Tips

Research carried out into Volunteering and Disability in 2005 recommended several actions that should take place to enable more disabled people to become involved in volunteering. Findings were shared with practitioners and volunteers at an event in September to discuss how the learning might be applied to practice. These are outlined here as "Top Tips" for engaging disabled people in volunteering.

### Recruitment and Selection

1. Communicate clearly what volunteering is, and what will be involved in volunteering with your organisation.
2. Use recruitment literature to promote your organisation as welcoming to everyone.
3. Be proactive: Ensure that your organisation is accessible, so that potential volunteers are not put off by having to ask for special arrangements.
4. If using the Internet as a recruitment tool, ensure your website is accessible, and ensure the information is available through other means for those who do not have internet access.
5. Be flexible: Consider 'carving' volunteer roles around individuals' skills and abilities.
6. Think creatively when drawing up volunteer roles and always remember volunteering should be fun!

### Volunteer Support

7. Assist volunteers to identify their skills and assist them to move on where necessary.
8. Refer volunteers whom you cannot accommodate onto an organisation which could accommodate them.

### Organisational Practice: Internal

9. Provide all information in a variety of formats, or at least be able to advise where alternative formats are available.
10. Ensure that volunteer support staff are fully trained and aware of the need for accessibility.
11. If your organisation provides a service, have procedures in place for any service users who wish to become volunteers; even if this involves referring them onto another organisation.

### Organisational Practice: External

12. Communicate with other local organisations regarding policies and practices.
13. Share resources and knowledge with other local organisations.
14. Share training costs with other organisations e.g. Disability Equality Training.
15. Identify potential 'signposter' organisations in your area and work with them to promote both volunteering, and your organisation.

The full report on Volunteering and Disability is available from [www.vds.org.uk](http://www.vds.org.uk) or contact [christine.reilly@vds.org.uk](mailto:christine.reilly@vds.org.uk)

For further advice on volunteer management, contact your local Volunteer Centre. [www.volunteerscotland.org.uk](http://www.volunteerscotland.org.uk)