

SOP 6: Appointment of Volunteer Assessors

Status:	Published	Version:	3
Audience:	ADCH Volunteer Assessors		
Owner:	SAWC	Author:	Central Team
Date Approved:	August 2026	Next Revision Date:	August 2028

Further guidance can be obtained from ADCH staff (enquiries@adch.org.uk)

1. Authority to appoint Assessors is delegated by the Board of Trustees to the Standards and Animal Welfare Committee (SAWC). The practice of recruiting Assessors is carried out by the Volunteer Manager.

2. SAWC shall regularly review the number of Assessors required to carry out both sufficient external assessments of existing members and of prospective members, giving due regard to the geographical spread and operations of those organisations.

3. Assessors may be, but are not restricted to, individuals working or volunteering within an existing ADCH member organisation.

4. When additional Assessors are needed, SAWC may:

- Advertise via ADCH communication platforms
- Ask within their networks for potential suitable candidates, and
- Check if there are any pre-existing potential interested parties who may be suitable.

5. Assessors will be recruited through the ADCH Volunteer Application Process. This will typically take place in cohorts to allow efficiency of training and the opportunity for new Assessors to network:

5.1. Applicants will be provided with a copy of the Assessor Role Profile and asked to complete a Volunteer Application form.

5.2 The Volunteer Manager will inform the employing member's lead contact that an application to be an Assessor from one of their staff has been received.

5.2. The Volunteer Manager, and/or a member of SAWC will contact the applicant either in person or via telephone to carry out a short interview.

5.3. When considering suitability, SAWC shall use the following criteria:

5.3.1. Need - is the applicant able to cover the required geographical and operational area/s?

5.3.2. Skills and experience - does the applicant have the skills and experience detailed in the Assessor Role Profile?

5.3.3. Commitment - can the Assessor commit to carrying out no fewer than four assessments in a 12-month period?

6. Unless the individual is an existing ADCH volunteer in another role, the Volunteer Manager will take up references during the application process.

7. Providing supportive references are received, the applicant will be informed of their appointment to the role of Volunteer Assessor.

8. SOP 10: Induction of Volunteer Assessors provides information on the induction process for Assessors.

8. Assessors will be welcome at any time to raise queries with the staff team (enquiries@adch.org.uk) about assessing or volunteering with ADCH.

Version History

Version	Changes Made	Date	Made by
V.1	Published	16/04/2020	Central Team
V.2	Revised to consider new SOP for induction and training of Volunteer Assessors	08/07/2025	Michelle Widger
V.3	Revised	August 2026	CR