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Volunteer role template



Role title	
Purpose	
Tasks and responsibilities	
Skills, experience and attributes needed	
When and where	
Support offered	
What you could get out of it	
Other information	
What to do if you're interested	

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Role title	Say what it is - don't just put 'volunteer'. After-school group leader, sports coach, befriender, treasurer, driver, carer... Do you need to use the word 'volunteer' at all?
Purpose	Why this role/work is important – what difference does it make?
Tasks and responsibilities	Describe the main tasks/activities of the role: <ul style="list-style-type: none"> • Will it involve working on their own, or as part of a team, or assisting someone else...? • What does it involve - eg travel, caring, manual work, organising, assisting, leading, teaching, customer service, computers, fundraising, arts, sports...? Indoors or outdoors? • What are the specific tasks? • If the role involves direct work with service-users/customers, give relevant information about their needs.
Skills, experience and attributes needed	Be clear and realistic about the minimum level of skill/experience required to start this role, (eg a community transport driver might need a clean driving licence and good people skills). Although it might be tempting to compile a long list of the qualities of your 'ideal' volunteer, try to focus on what's really important to get them started in the role. For example, asking that people have a commitment to your aims and objectives at this stage (when they barely know what you do) could be quite off-putting to someone who's only just heard of your organisation. Commitment will develop if volunteers are valued and treated with respect. If the role is suitable for absolutely anyone, say so. Consider what support you could offer to help people develop once in the role.
When and where	<ul style="list-style-type: none"> • Times/days needed – what days, what time of day, how often, how much flexibility is there? • Where will the volunteer be based? Is this different from the main organisational address? Will they work from home?
Support offered	Give information about expenses, induction and training, supervision/line management, insurance cover etc
What you could get out of it	What are the benefits of volunteering with your organisation? E.g. job satisfaction, a supportive environment, training, learning new skills, using existing skills, chance to get out in the fresh air, meet new people, be part of something worthwhile...
Other information	Do volunteers need to be able to commit to a certain level of training? Will they need a DBS check because this role is 'regulated activity'? Are there any restrictions on who can apply?
What to do if you're interested	Contact details of a named person – give more than one method of contact. Explain the application process – what will happen next?