



Role Description Template

Organisation Name	Name of your organisation or service
Role title	Use a name that tells the volunteer what they will do
Organisation and who benefits	Tell the volunteer what is special about your organisation & why they should volunteer with you.
Purpose	How do you make a difference to the community?
Main tasks	<ul style="list-style-type: none"> • What are the main tasks e.g. admin, support with events, gardening, caring. • Will they be working directly with clients or service users? What do they need? • Where is the opportunity based, is the work indoors or outdoors? • Will they be working as part of a team or on their own?
Skills, experience	<ul style="list-style-type: none"> • What do they need for this role? Be clear about skills & experience

<p>and qualities needed</p>	<p>needed eg. Drivers licence, understanding of social media, IT skills</p> <ul style="list-style-type: none"> • Keep the role simple & focus on the key skills needed • Could the role be available for people working from home or with support needs • What training could you offer to a volunteer
<p>When</p>	<ul style="list-style-type: none"> • Try and be flexible with times to include more volunteers eg parents, commuters or carers • How often do you need them? Once a week, monthly, for one-off events? Try and think about how you can use occasional volunteers • Time of day? e.g. mornings, afternoons, evenings
<p>Where</p>	<ul style="list-style-type: none"> • Where will the volunteer be based? • Is there flexibility to volunteer from home or at another location?
<p>Support offered:</p>	<ul style="list-style-type: none"> • What training will be provided? • Are expenses paid? We recommend that volunteers should not be out of pocket for giving up their time, so it's good practice to offer expenses for travel etc • Contact details of a line manager/supervisor • Insurance cover • Opportunities for development
<p>What could volunteers get out of it?</p>	<ul style="list-style-type: none"> • What skills could they add to their CV eg if you are a hospice could medical students gain work experience from a placement with you • Is there a strong social element within your organisation would they meet new people
<p>Other information:</p>	<ul style="list-style-type: none"> • Is there an annual event to reward/recognise volunteers • Is more information available on your website? • Do you have a supporters group they could join?