



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?