**Volunteer Role Description**

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| **Role title** |  |
| **Who we are** |  |
| **Purpose of the role** |  |
| **Tasks** |  |
| **Location** |  |
| **Time commitment** |  |
| **Skills, experience and qualities needed** |  |
| **Training provided** |  |
| **Support and supervision** |  |
| **Benefits** |  |
| **Our expectations** |  |
| **Other relevant information** |  |
| **What to do if you’re interested** |  |

**Guide to completing the role description**

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| **Role title** | Name the role - don’t just put ‘volunteer’ e.g. Befriender, Lunch club assistant, Gardener |
| **Who we are** | Tell the readers a little bit about your organisation and what you aim to do. 3 or 4 lines |
| **Purpose of the role** | What is the purpose of the role e.g. a Befriender may be ‘To reduce isolation amongst older people’ |
| **Tasks** | Describe the main tasks/activities of the role:   * Will it involve working on their own, or as part of a team, or assisting someone else…? * What does it involve e.g. travel, caring, physical work, organising, assisting, leading, teaching, customer service, computing, fundraising…? * What are the specific tasks? |
| **Location** | Where will the volunteering take place? e.g. at the office – give the area |
| **Time commitment** | Do you have specific days? Or say, 3 hours a week? |
| **Skills, experience and qualities needed** | Be clear and realistic about the minimum level of skill/experience required to start this role, e.g. a community transport driver might need a clean driving licence and good ‘people’ skills.  Try to be succinct, and not list every detail of your ideal volunteer. Remember volunteering is not the same as a paid job. |
| **Training provided** | Provide information about the induction, and any specific training that may be needed on starting the role, e.g. learning about your database |
| **Support and supervision** | Give information about expenses, induction and training, supervision/line management, insurance cover etc |
| **Benefits** | What benefits will the volunteer get? Meet new people? Learn new skills? Reference after 6 months? |
| **Our expectations** | Do you have any specific expectations? e.g. required to wear uniform provided by the organisation |
| **Other relevant information** | Does the role require a DBS check?  Do you have a minimum commitment e.g. 3 months |
| **What to do if you’re interested** | Provide details of the next steps, e.g. link to online form, or contact details of the recruiting member of staff |