Volunteer Role Description: Template

*Information in this document is provided for guidance only.*

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| **Position Title:** | What title accurately reflects the role that you’re seeking a volunteer to fulfil? It needs to be clear; any ambiguity here could put applicants off or create more questions for them. |
| **Main Purpose of Role:**  | Can you summarise what the role entails? What is the core purpose of what’s required? Does it reflect the mission and values of the organisation? |
| **Main Tasks:** | Can you summarise in a short paragraph or bulleted points, what the main tasks of the role are? You don’t need to list everything but do cover off the main tasks that will be required to be fulfilled regularly. |
| **Time Commitment:** | This is one of the most important pieces of information for an applicant to know up-front. Be as accurate as possible, and include the overall time commitment if you can – i.e. do you need them to commit to the role for 6 months or more? How many hours a week/month does it require? Does the time commitment change over a certain period? Be as specific as you can. |
| **Location:** | Include the address and if possible, a link (e.g. via google maps) to a location on a map. Is parking available? Are there public transport links? |
| **Reimbursements:** | For example, do you reimburse travel expenses to and from the place of volunteering? If so, at what rate and how does that work? E.g. do they need to provide receipts? How often will they be reimbursed and how? |
| **Person Specification:** | What does the applicant need to have to perform the role effectively? This could be a mixture of qualifications and skills, e.g., a drivers licence, experience working with certain people, communication skills, computer skills etc. |
| **Training:** | Does the applicant need training to undertake the role effectively and safely? What does training entail? Is it face to face, online or a mixture? How long does the training take? Is it one-off, or ongoing? Is it free? Do you need a volunteer to commit for a certain amount of time to make the training investment feasible? |
| **Background checking requirements** | This is a standard requirement for most volunteer roles. How long does the check take? What does it entail? E.g. is it a Police Vetting Check, a Ministry of Justice Check, reference check(s) or a combination of checks? |
| **Vaccination Status:** | Does the role require the volunteer to be fully vaccinated? E.g. for Covid/ Flu. Can you explain why the role requires them to be fully vaccinated? If they are not vaccinated, is there a version of the role they could do remotely? |
| **Benefits:** | This is a great opportunity for you to explain what the volunteer will ‘get’ for their volunteering. E.g. learn new skills, enhance their CV, contribution to community. |
| **Point of Contact:** | Who is the main point of contact and what is their role? Provide contact details. |
| **Next Steps:** | After the applicant has applied, what happens next? Provide a timeframe and next steps. |