

# INFORMATION SHEET 7.2



## WRITING VOLUNTEER ROLE DESCRIPTIONS

Having a well defined role description allows the volunteer and paid staff to be clear about the volunteer's role and what is expected of them. This should be created before you begin the recruitment process.

As well as giving the role a title, you might like to include the following information in your Volunteer Role Descriptions:

**BACKGROUND INFORMATION:** providing an overview of your organisation's mission and key activities.

**PURPOSE:** putting the role into context and placing value on the activities you are asking people to do.

**MAIN TASKS AND ACTIVITIES:** setting out what the organisation hopes that the volunteer will achieve in this role.

**BENEFITS:** highlighting what is in it for the volunteer. This can include references, invitations to events, training or qualifications.

**WHEN AND WHERE:** the volunteer opportunity is taking place - days, times, commitment, whether this is flexible or not.

**SPECIFIC QUALITIES OR SKILLS:** if needed, including age restrictions.

**TRAINING AND EXPENSES:** if they are provided and how they are calculated and arranged.

### SUPPORT AND SUPERVISION ARRANGEMENTS. OTHER THINGS TO CONSIDER:

- Try to identify a variety of volunteer roles to attract people with varying motivations, skills, interests, and availability.
- Consider one-off volunteering activities as well as more regular part time and full time roles.
- Avoid using employment terminology wherever possible.
- Could roles be flexible or broken down to be more inclusive?

### RELATED DOCUMENTS

- 7.1 Developing a Volunteer Policy
- 7.3 Insurance for Volunteers
- 7.4 Volunteer Support and Supervision Meetings
- 7.5 Volunteers and Contracts
- 7.6 Writing a Problem Solving Procedure

For more information about volunteering contact VODA's Volunteer Centre on 0191 643 2639 or email [volunteering@voda.org.uk](mailto:volunteering@voda.org.uk).

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