

Template for a volunteer role description/advertisement

This template will help you form a specific role for a volunteer. It will assist you in attracting people with the skills you want and gives any prospective volunteer a sense of purpose.

Title of the post:

	The role	The volunteer
Main task summary	What do you want done?	What skills, experience, attitudes or qualities are required?
Time and place	Set days/hours or Flexible? Location of volunteering? Are there access implications? What do you have in place to overcome barriers eg hearing loop, reserved parking spaces etc	Estimate minimum/maximum time commitment. Do they need their own transport be willing to use public transport?
Volunteering with	As a team or alone? Accountable to?	Do you need a reliable team member or someone who can work independently?
Support	What induction, training, support and supervision is available? Is there a trial period? Is equipment provided?	Do you need someone who will ask for help when they need it? Is training compulsory? Does a volunteer have to supply their own materials or equipment?
Expenses	Are expenses paid? If yes, what is covered – travel, meals etc?	Are you expecting people to be out of pocket?
Other	Do people need to undergo vetting?	
Benefits	What will a volunteer get out of this role?	What will motivate somebody to do this?
Key person to contact for more information	This needs to be someone who knows about the vacancy and is skilled at dealing with phone and email enquiries.	How do they apply or contact to find out more.

All the above can be used in a volunteer advertisement.

This template is also a good way of starting to prepare information for registering of the vacancy with your local Volunteer Centre.

Template role description

Volunteer role title:

Aim of volunteering role:

Tasks:

Skills required:

Days and time required:

Location:

Volunteer manager:

Transport needed:

Benefits offered:

References (two required):

Volunteers who will be directly and significantly involved with children or vulnerable adults will be required to undergo a DBS check.

The information in this document is for information only. It is not a substitute for professional advice and we cannot accept any responsibility for any losses as a result of any person acting or refraining from acting upon it.