

**Template for creating a volunteer role**

There is lots of flexibility available to organisations when creating a volunteer role. You want to sell your organisation and the activities involved in the role to potential volunteers, so that they choose to offer their skills to you. Often, it is a combination of “head” and “heart” that attracts an individual to volunteer. So, the title of the role, and the narrative you use to tell people about what they will be doing, needs to be carefully thought through. It is particularly important to be clear that this is an unpaid role and that the volunteer is not under contract to the organisation.

Here is a template which can be used when creating volunteer roles:

**Volunteer Role Template**

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| **Organisation name** |  |
| **Name of opportunity** |  |
| **Opportunity type** (ongoing/one off/intermittent) |  |
| **Description of role** |  |
| **Required skills** (be careful with wording to ensure the volunteer role does not appear to be a contract of any type) |  |
| **Organisational requirements** (based on risk assessing for the role). For example, is a DBS needed (if so, should the organisation fund that?) |  |
| **Suitability** (not essential, but some info can encourage volunteers who are particularly skills to a certain role) |  |
| **Location** (at home, organisation’s premises, flexibly) |  |
| **Time** (day of the week, time) |  |
| **Support for volunteers** (training, volunteering policies like Health and Safety, insurance etc) |  |
| **Additional information** (does the role require particular physical/cognitive skills i.e. standing for long periods of time, are expenses reimbursed) |  |
| **Point of contact for enquiries** (perhaps a generic email address if the role will be posted in a public place) |  |

It is also helpful to add a line at the end of the advert about what the potential volunteer should expect to happen next (e.g. we will contact you by telephone / email within 7 days to provide more details, a full application form – Volunteer Centre Bexley can provide samples if needed – and the pathway after that. As always, if you would like any help or support with this, please do call Volunteer Centre Bexley on **01322 524 682 option 2 or email bexleyvc@bvsc.co.uk.**