



Writing a Volunteer Role Description

Below is a template you can use to help you write a volunteer role description. Remove any sections which are not relevant to your group. For background or extra support, you may find the following resources useful:

- [Writing volunteer role descriptions \(NCVO\)](#)
- [Volunteer Role Descriptions \(Volunteer Scotland\)](#)
- [Top Tips for Recruiting Volunteers \(Volunteering Matters\)](#)

Role title:	<p>Name of the volunteering role. This name needs to reflect the main elements of the role.</p> <p>For example, will the role mainly be supporting events (e.g. Events Volunteer), working on social media (e.g. Comms Volunteer or Social Media Volunteers) or helping with admin (e.g. Admin Volunteer)?</p>
Reporting to:	<p>Who will be a point of contact for the volunteer and offer support if they have any concerns?</p>
Principle function:	<p>It can be useful to provide a very brief summary of the role. This can help people know at a glance if this sort of opportunity is suitable for them before they dig in deeper. This only needs to be one or two sentences.</p>
Expenses:	<p>Cost of attending can be a barrier to volunteers - are you able to cover any expenses such as travel to venues or meals while volunteering?</p>
Location:	<p>Where will the role be based? Online, at one location, at various locations in a certain town or region?</p>
Days and hours (be as specific as possible giving days and am/pm):	<p>Outline exactly when in the week the opportunity takes place and how often. You can also cover what commitment you are hoping for. But be aware that you should approach this informally as something you hope for but that is flexible depending on the situation of the individual.</p> <p>Remember that volunteers are giving their time up for free and some will need to juggle busy lives (e.g. work or family commitments) around volunteering. A 2019 survey of volunteers found that of those who report negative experiences, the most common of these is too much time being taken up.</p>
Duration (on-going or fixed period):	<p>How long is the role for?</p>

Description of the Role:	<p>Introduce the organisation and what you're looking for a volunteer to do. This can be in bullet points.</p> <p>It's important to put the most important elements here to make it clear what the role will entail. However, resist the urge to include everything as this can be overwhelming. 5-10 bullet points will be enough.</p>
The benefits and/or difference the volunteers commitment will bring:	<p>Let a potential volunteer know what they could get out of doing this role. It might be that they'll be offered training, gain experience, meet new people, grow in confidence or get more fresh air and exercise!</p> <p>You can also add here the difference the volunteer could make to the organisation as a whole why getting involved. Would they be instrumental in creating a comms strategy for the organisation or help events to run smoothly?</p>
Skills and/or qualifications and experience required:	<p>Outline what's needed to do this role. Maybe the volunteer has to have a driving licence, needs to be familiar with social media or enjoy meeting and talking to new people.</p> <p>Again, keep this clear and informative but brief.</p>
Training required and support offered:	<p>Will you provide any training to support volunteers to be ready for the role? For example, training on software for a computer-based role.</p>
Any additional notes or information:	<p>What does a potential applicant need to do to apply? Will you be expecting to have a chat with them about the role before accepting them? How do they get in touch if they have any further questions? Add any additional information here.</p>