

What volunteer roles do you need?

You may find the following four worksheets useful when thinking about the people you will be bringing into your group.

Firstly, to ensure you have the skills and support that you need, it's useful to list out what specific roles are necessary in your group. It's extremely challenging (and not recommended!) to 'go it alone' and having a clear idea of the roles you need can help you find the most suitable people. You can start listing those who are already involved and the other necessary roles required to make your project work. This might be a list that you keep to one side whilst you work through the other questions and keep adding names, connections or gaps whenever they come up. You can also start assigning tasks from your programme to different individuals.

The list on the following page may give you ideas and you can use the table below to brainstorm both the existing and the missing roles in your group:

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| <p>Existing roles</p> <p><i>What roles are already being filled with your existing group members/volunteers?</i></p> | |
| <p>Missing/gaps in group</p> <p><i>What tasks are difficult to fulfil because of a lack of time or expertise? E.g. promotion, admin, organising events.</i></p> | |
| <p>Volunteering opportunities</p> <p><i>Looking at the gaps above, what new volunteer roles would the group benefit from.</i></p> | |

The following roles might be useful to your group. Remember that any roles are flexible, and you can amend them to fit with your group's specific context. For example, some roles could be merged, some could be split, and some could be altered altogether. Are there any other roles not included in this list that would be useful to you? It's also worth noting that for smaller and newly formed groups, it might be less about having formal roles, and more about the specific tasks needed and identifying people with the skills and interest in doing those tasks.

- **Chair/facilitator:** Someone to oversee the group. *This can involve ensuring the group actions are in line with the overall mission and vision of the group, leading meetings, working with the secretary to finalise agendas and minutes, ensuring tasks are being completed and managing recruitment of new members.*
- **Secretary:** Someone to be responsible for the administrative jobs of the group. *This can involve taking and distributing minutes at meetings, keeping track of members' attendance and engagement. If applicable they may also be responsible for creating and updating policies, procedures and any insurance or legal documents that need creating.*
- **Treasurer:** Someone to be responsible for the finances of the group. *This can include budgeting for the group, ensuring financial records are kept accurately and up to date. Depending on the type of group they may also be responsible for any legal financial requirements, e.g. charities need to submit finances to the [Charity Commission](#).*
- **Events Manager:** Someone to coordinate and manage any events run by or attended by the group. *This can involve recruiting one-off volunteers for specific events, booking venues, managing event volunteers as well as running events themselves.*
- **Events Volunteer:** Someone to assist at ad hoc events. *This can be a one-off volunteering opportunity or an ongoing one depending on the number of events you plan on running and the needs of the individual volunteers. It can involve supporting the Events Manager with planning and organising an event as well as setting up, assisting during and clearing up after an event.*
- **Communications Manager:** Someone to coordinate the external communications of the group. *This can involve managing social media accounts, designing and updating websites, writing and submitting articles and adverts to newsletters, magazines and websites, sending out emails to mailing lists and generally promoting the organisation and its activities.*
- **Workstrand/Project lead:** Someone to lead a specific workstrand or (sub-)project. *You might find that there are distinct workstrands or (sub-)projects within your project that can be assigned to certain individuals in your group to lead. E.g. for a community garden project you might identify someone to lead on reviewing the existing green spaces, someone else to lead on setting up the volunteer group and again someone else to source necessary equipment and/or funds.*
- **Trustee:** *If your group is or is planning on being registered as a charity, you will need to recruit a board of trustees. More information on this can be found [here](#).*