

Writing a Volunteer Role Description¹

Once you know what roles you need and what your policy will be to support your volunteers, you are ready to put together a volunteer role description to find someone who can do this role. Although it seems like extra work, writing a volunteer role description and being specific about what a role entails can be a helpful recruitment tool. Defining what volunteers will do helps them see themselves in the role and helps them feel secure that they won't be drafted in for long hours or extra duties they can't commit to. Below is a template you can use to help you write one. Remove any sections that 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 \(Volunteering Matters\)](#)

<p>Role title: <i>Name of the volunteering role. This name needs to reflect the main elements of the role. (e.g. Events Volunteer, Comms Volunteer, Admin Volunteer)</i></p>	
<p>Reporting to: <i>The point of contact</i></p>	
<p>Principle function: <i>A very brief summary of the role helps people know at a glance if this is suitable for them before they dig in deeper. Only needs to be one or two sentences.</i></p>	
<p>Expenses: <i>Travel costs can be a barrier to volunteers - are you able to cover any expenses such as travel to venues?</i></p>	
<p>Location:</p>	
<p>Days and hours (be as specific as possible giving days and am/pm): <i>Remember volunteers are giving their time up for free and some will need to juggle busy lives around volunteering.</i></p>	

¹ This template has been adapted from volunteer role descriptions from Cambridge Carbon Footprint and [Volunteer Scotland](#).

<p>Duration (on-going or fixed period): <i>How long is the role for?</i></p>	
<p>Description of the Role: <i>Introduce the organisation and what you're looking for a volunteer to do. It's important to put the most important elements here to make it clear what the role will entail. But too much information can be overwhelming - 5-10 bullet points will be enough.</i></p>	
<p>The benefits and/or difference the volunteers commitment will bring: <i>What could they get out of doing this role? Training, experience, meeting new people, increasing confidence or getting more fresh air and exercise! What difference could they make to the organisation? Would they be instrumental in creating a comms strategy for the organisation or help events to run smoothly?</i></p>	
<p>Skills and/or qualifications and experience required: <i>Are there any essential requirements needed to do this role? Driving licence? Familiarity with social media? Needs to enjoy meeting and talking to new people? Again, keep this clear and informative but brief.</i></p>	
<p>Training required and support offered: <i>For example, training on software for a computer-based role.</i></p>	
<p>Any additional notes or information: <i>E.g. 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?</i></p>	