

Writing Volunteer Role Descriptions

Having a clear role description that outlines the tasks you want a volunteer to do will help when recruiting and makes it easier to match the skills of the volunteer to the needs of your organisation.

A good role description should:

- Provide clarity for the volunteer in terms of what they are being asked to do.
- Enable a volunteer to compare a role with their skills and expectations and decide if it's the right role for them.
- Sound appealing. Think about the language you use, it shouldn't sound like a set of instructions
- Motivate and be meaningful. Think about what might motivate and attract volunteers to the role.
- Include the benefits a volunteer might get from doing the role e.g. learning new skills.
- Allow flexibility. A role description shouldn't be set in stone and you may want to adapt to suit the skills of volunteers. Recognise the unique value that each volunteer will bring to the role; they may have additional skills, talents and experience that can enrich your organisation. If it is a role that includes a wide range of tasks, a volunteer might be suited to doing some of the tasks but not others.
- Avoid sounding like a job description. It's important to avoid using terms associated with employment, such as 'job description' or 'person specification'. As well as being off-putting to potential volunteers this may create confusion and can have legal implications.
- Help to simplify the recruitment process.
- Be provided in alternative formats if needed such as large print, digitally or as a sound video to ensure inclusivity.

What should be included in a role description?

See our template volunteer role description for information on the details to include. You can use the template and adapt it to suit your organisation. If you would like any further help or advice with your role descriptions please get in touch. You can email us at volunteer@salfordcvs.co.uk or contact Claire or Grace on our main office number 0161 787 7795.