[Logo or organisation’s name]

Role Description

**Title:**

[What the role will be called, or what position is being offered.]

**Purpose:**

[The result the role is to accomplish. This is the most important part of the role description.]

**Tasks:**

[Examples of what is to be done to accomplish the purpose.]

**Location:**

# [Where the volunteering will take place.]

**Time Commitment:**

[Estimated number of hours, length of commitment, and flexibility.]

**Support and Supervision:**

[Relationships with staff and other volunteers, reporting requirements and supervisory relationships, as well as procedures for monitoring and dealing with problems.]

**Skills/Experience Required:**

[What skills, attitudes, and knowledge are desired.]

**Selection Procedure:**

[What methods of selection will be used e.g. application form, references, trial period, PVG check]

**Training:**

[What training will be offered prior to the volunteer starting the placement and details of any on-going training that is available.]

**Benefits to the Volunteer:**

[Highlight the benefits of volunteering for your organisation/project.]

**Named contact**

[Make sure the volunteer has a named volunteer manager at organisation and knows how they can reach them]