# Writing volunteer role descriptions

# What are volunteer role descriptions?

Volunteer role descriptions outline what a volunteer role involves. They are important for helping staff and volunteers understand their roles.

You should give volunteers clear role descriptions. These are often written, but some volunteers may need them in another format, such as in large print or as a video.

Role descriptions should be consistent across your organisation and follow your volunteer policy.

Use them to:

* give volunteers more information than you can give in person
* allow them to compare a role with their skills and expectations
* help you measure their performance
* help others understand how the role applies to theirs

What to include in a role description

A role description should include:

* title of role
* aims and expectations of role
* an outline of the role's tasks and responsibilities
* role boundaries and any activities volunteers need to avoid
* who to ask about changes to the role (for example making a role home-based if that helps someone to volunteer)
* if you will pay expenses and for what
* performance targets or measures

You could include:

* the name of the person the volunteer reports to
* why a new volunteer might like to take up the opportunity
* location and hours
* how the role fits with the organisation's work
* expectations of behaviour and dress (if appropriate)
* essential and desirable skills and qualifications
* required person specifications (if appropriate)
* how to find out about other opportunities

More information about managing volunteers

<https://www.gov.uk/guidance/how-to-manage-your-charitys-volunteers>

<https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/#/>