

YOUR GREATNESS
IS NOT WHAT YOU HAVE,
IT'S WHAT YOU GIVE.

Creating Volunteering Roles

It's important
to give it all
you have while
you have the
chance.

Your recruitment methods are going to depend greatly on the roles you have to offer. Some roles will be one-off volunteering, for others roles may have to be more targeted. However, you need to consider the messages your organisation/groups sends out to both intended and unintended in its recruitment material.

Volunteering is a two way relationship. The volunteer has to get something out of their time with you, volunteering is in many ways a form of self-help and mutual aid.

If you want to recruit volunteers, it helps to have some idea of what motivates people to give up their time:

- **To learn new skills**
- **To meet new people**
 - **To have fun**
- **To get back into a work environment**
- **To feel connected to their community**

Sourcing Volunteers and Recruitment Methods

In practice, most services use a blend of recruitment methods. Are your current methods of volunteer recruitment getting you the results you want? If not, you may find it helpful to consider some of the following ideas:

Registering with: Havering Volunteer Centre www.haveringvc.org.uk and click on the link or search Do-it.org and contact us via there

- Word of Mouth
 - Current volunteers
 - People who use/have used the service
 - Using your local volunteer centre
 - Friends or relatives of people who use the service
 - Key stakeholders in the local community
 - Students
 - Businesses in the community that have an Employer Supported Volunteering agreement
 - Leaflets & posters in local community buildings, shops and businesses
- Via Social Media



DO'S & DON'Ts For Writing A Volunteer Role Description



- Keep It Brief
- Describe your organisation and what you do
- Describe the role and tasks, especially what commitment is desired
- Be clear about any skills, qualities and experience you are looking for
- Sound welcoming and upbeat and use words like 'opportunity' and 'inspiring'
- Get someone to proof read it for you

- Be too formal
- Use acronyms especially ones that only individuals who know your organisation would understand
- Assume people know your organisation or what you do
- Include unnecessary detail, they'll lose interest!
- Forget to include how to respond
- Disguise the commitment required—be open about your expectations



Top Tip

- Remember to smile from the fingers down when writing your role description
- NEVER USE THE WORDS 'YOU WILL' or 'JOB TITLE' or 'WORK'



Sample Volunteer Role Description

Volunteer Co-ordinator Role Description

Overall role and responsibility

(Organisation Name) require volunteers to **(Organisation Needs)** continue to be delivered on a local level. This role has been designed to prioritise the recruitment, support and training of new volunteers.

Specific responsibilities

1. Support **(Organisation)** to develop clear volunteer role descriptions, using the agreed template
 2. Maintain a list of volunteer roles and opportunities within your **(Organisation)**
 3. Receive and respond to all enquiries from potential volunteers
 4. Develop a relationship with local volunteer recruiting bodies e.g. Volunteer Centre, Student Community Action etc.
 5. When recruiting volunteers you should endeavour to match them to an appropriate role and offer induction and training for that role
 6. Offer ongoing advice and support to volunteers, signposting them to appropriate training and mentoring
 7. Promote and ensure compliance with **(Organisation)** Volunteer Policy
 8. Celebrate volunteering by nominating volunteers for awards and organising celebration events
 9. Report any volunteering concerns or issues to the Development Manager
- Keep confidential all personal records held on any potential volunteers.

Key contacts

You may also find it beneficial to link with other Volunteer Co-ordinators. You are also encouraged to seek support from **Individuals Name) (Organisational Title) (Telephone & Email)**

Recommended partner links

To assist in your role you are strongly advised to develop links with your local Volunteer Centre. Follow the link below to identify your local Centre:

Havering Volunteer Centre

32-34 High Street, Romford , Essex, RM1 1HR

01708 922214

volunteering@haveringvc.org.uk

www.haveringvc.org.uk