|  |  |
| --- | --- |
| A close up of a logo  Description automatically generated | **Volunteer Role Description** |
| [Volunteer Role] |

|  |  |
| --- | --- |
| **Title** | INSERT ROLE TITLE |
| **Responsible to** | INSERT WHO THE VOLUNTEER IS RESPONSIBLE TO |
| **Base** | INSERT VOLUNTEERING LOCATION OR HOME BASED |

**What is a** INSERT ROLE TITLE**?**

[outline the purpose of the volunteer role]

**What’s in it for you:**

[list the benefits of the volunteer opportunity for the volunteer, some examples below]

* Join a friendly team who are passionate about all things volunteering
* Use your skills and experiences to encourage others to engage with volunteering
* Meet new people
* Learn more about volunteer-involving organisations in Wales
* Be part of our organisation and support them to make a more significant difference together

**What’s involved:**

[outline the key tasks that the volunteer will do]

**Who is the role suitable for:**

[outline the person specification of the role]

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**Extra Information**

|  |  |
| --- | --- |
| **Location** | INSERT VOLUNTEERING LOCATION OR HOME BASED |
| **Time Commitment** | INSERT VOLUNTEERING TIME COMMITMENT |
|  |  |
| **Staff Contact** |  |
| Name | INSERT STAFF CONTACT NAME |
| Contact Number | INSERT STAFF CONTACT NUMBER |
| Email Address | INSERT STAFF CONTACT EMAIL ADDRESS |

**Training**

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[insert details of the training that will be available for the volunteer. All volunteers should be offered an induction and have the opportunity to attend the organisation’s key events as appropriate]

**Support**

[insert details of the support available for volunteers, i.e. Volunteers will receive ongoing support with the volunteer coordinator, with regular one-to-one meetings arranged. The frequency of these will be determined by the time commitment of the volunteer and their individual needs]

**Resources**

[outline the resources volunteers will be provided with]

**Expenses**

[outline the expenses volunteers will be reimbursed for]  
[Volunteers will be reimbursed for out of pocket travel expenses]

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**The do’s and don’ts of volunteering with** **INSERT ORGANISATION NAME**

[These are examples do’s and don’ts – there may be others to add depending on the role]

* Do let us know if you need support to carry out your volunteering role
* Do ensure you are clear on the expectations of your role­
* Do keep in touch with your Volunteering Co-ordinator
* Do ensure you have a safe volunteering environment whether you are volunteering from home or in the office. Make sure you tell your Volunteer Coordinator if there are any issues or you have concerns

|  |  |
| --- | --- |
| **Role description created** | 00/00/0000 |
| **Role description review date** | 00/00/0000 |

**This is a template document, please amend and use as appropriate,**

**we suggest that you set up with your own logo and branding.**

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The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

**Disclaimer**



Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact

<https://thirdsectorsupport.wales/contact/>

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