



Top Tips Writing Volunteer Roles

Before writing your volunteer opportunity advert, please consider including the following:

- A specific and informative role title (use the term 'Volunteer' and avoid 'Job' where possible)
- The aims and objectives of the role (what is the outcome of volunteer/s involvement)
- An outline of the tasks and activities that will be undertaken (make these short and varied rather than those in a job description)
- Outcomes for the volunteer (what does the volunteer gain and achieve from their involvement)
- Support offered to volunteers (training, supervision, DBS check, out of pocket expenses etc)

You could also include:

- The opportunity location and minimum hours required (try to be flexible as volunteers have variable availability)
- Skills and experience that you would like a volunteer to have (including personal/life experience if relevant and how you could develop volunteers' skills)
- Where volunteers fit within the organisation (make them feel part of the whole organisation)
- The size, history and achievements of the organisation
- Demographics of your service users (who will volunteers be helping and the difference they make)
- Feedback and quotes from current or previous volunteers (many new volunteers may have never volunteered before and be inspired by others' stories)