# Resource sheet 5iii: Sample role description

Voluntary post title: Volunteer Programme Recruitment Assistant

*The volunteer is a member of the (AnyOrg) team, performing tasks within his/her abilities and is not used to replace staff.*

Responsible to: *(AnyOrg)* Volunteer Manager

**Day/hours:** Minimum of one half day a week. Working from home and/or role sharing is also possible.

## Role Summary

To assist *(AnyOrg)* in promoting its volunteer roles through a variety of different mediums, including online listings, poster distribution and social media posts. A minimum commitment of six months is required. Travel expenses will be reimbursed. Sharing this role with another volunteer is possible.

## Specific Duties

1. Uploading volunteer role information to an online volunteer recruitment website.
2. Ensuring that opportunities are appropriately presented and worded to maximise volunteer interest.
3. Designing and creating wording for recruitment posters and flyers.
4. Identifying new avenues to promote *(AnyOrg)* roles.
5. To develop an understanding of some of the challenges of recruiting volunteers.
6. To help with administrative tasks related to the above including word processing, database input, emailing, filing, use of telephone and photocopying.
7. Take part in activities/events/meetings when appropriate such as *(AnyOrg)*
8. team meetings, events and AGM.
9. Bring to the attention of *(AnyOrg)* areas of concern relating to its work.

Please note that this task description is intended as a guide only. You may be asked to do other reasonable tasks, in agreement with yourself, if time allows.

All volunteers are expected to adhere to (AnyOrg) policies and procedures.

Warwickshire & Solihull Community and Voluntary Action

CAVA supports volunteer-involving organisations and groups across Warwickshire and Solihull in developing and maintaining good practice in their relationships with volunteers. We offer up-to-date information, advice and guidance on a range of topics including:

* Setting up a volunteer programme
* Developing volunteer roles
* Volunteer recruitment
* Volunteer retention
* Legal and insurance information
* Inclusive volunteering
* Addressing challenges with volunteers.

CAVA’s Resource Library

CAVA’s resource library contains a wide range of up-to-date, free resources for Warwickshire and Solihull’s community and voluntary organisations in the following topic areas:

* Groups & organisations
* Volunteering
* Safeguarding.

Visit [www.wcava.org.uk/resource-library](http://www.wcava.org.uk/resource-library) to view.

For more support and guidance

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| For more support and guidance on any aspect of volunteer management, contact your local CAVA Volunteering Coordinator: | |
|  |  |
| North Warwickshire 🞟 Michelle Black  01827 718080 🞟 07458 017969  michelle.black@wcava.org.uk | Warwick District 🞟 Helen Wilkinson 01926 477512 🞟 07966 380276 helen.wilkinson@wcava.org.uk |
| Nuneaton & Bedworth 🞟 Tina Wragg  024 7638 5765 🞟 07966 380415  tina.wragg@wcava.org.uk | Stratford District 🞟 Fiona Anderson  07850 515197  fiona.anderson@wcava.org.uk |
| Rugby Borough 🞟 Carol Kavanagh 01788 539578 🞟 07966 380314  ckavanagh@wcava.org.uk | Solihull Borough  0121 312 3717  solihullinfo@wcava.org.uk |

DISCLAIMER

Although every effort has been made to verify the accuracy of materials in CAVA's resource

library, users are advised to check independently on matters of specific interest.