# Resource sheet 5iii:

# Role descriptions – example promotional text for Volunteer Connect, posters and flyers

## Volunteer Recruitment Assistant

If you’re looking for a volunteer role that will provide valuable work experience with a respected local charity, this could be the role for you!

You will be offering valuable assistance to *(AnyOrg)* by helping to promote our volunteering roles in the local area via internet sites, developing posters and flyers, writing promotional materials and attending recruitment events with other team members. You will have the opportunity to:

* Gain work experience
* Learn new skills
* Learn about volunteer recruitment and management
* Use creative skills
* Work on our social media accounts
* Become a valued and respected member of our office team
* Participate in *(AnyOrg)* events and office meetings.

You will need to have experience in data entry and using social media. The role is suited to home volunteering, as well as being based in our office. You will need to be able to commit a minimum of 3.5 hours a week for a minimum of six months. Please contact us for a full role description and person specification: 01926 809044 or [anyone@anyorg.org.uk](mailto:anyone@anyorg.org.uk)

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.