# Resource sheet 5v: Role description checklist

This quick checklist will guide you through writing a new role description. Tick when complete:

* Tasks and responsibilities
* Role share possible?
* Skills and experience
* Person specification
* Role title
* Benefits to the volunteer Expenses
* Support and supervision information
* Training information
* Manager for volunteer
* Time commitment
* Paragraph of information about the organisation
* Short promotional version written
* Full role description ready (in pdf form to email)

Notes

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: |
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| North Warwickshire 🞟 Michelle Black01827 718080 🞟 07458 017969michelle.black@wcava.org.uk | Warwick District 🞟 Helen Wilkinson 01926 477512 🞟 07966 380276 helen.wilkinson@wcava.org.uk |
| Nuneaton & Bedworth 🞟 Tina Wragg024 7638 5765 🞟 07966 380415tina.wragg@wcava.org.uk  | Stratford District 🞟 Fiona Anderson 07850 515197fiona.anderson@wcava.org.uk  |
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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.