

Example role descriptions

The examples here will give you a flavour of the kind of approach you might take in putting your role descriptions together.

These are intended as examples only, showing you how much information to include and the format in which you might supply it. It's much more helpful to you and to your volunteers if you've been through the process of developing a role before it is advertised.

Developing & planning the role enables it to be genuinely embedded within the structure of your organisation and is therefore much more likely to be a success, both for your volunteers & for you.

If you would like to discuss any of the above or have any questions please get in touch:

Tel: 0114 253 6649 e-mail: vc@vas.org.uk

Administrator

Would you like to use your skills in admin and broaden your experience while making a difference? We are looking for an enthusiastic and organised administrator to provide admin support in our friendly office environment. Tasks include:

- Organise and maintain our paper and electronic filing systems in an effective way so that information can be found with ease.
- Keep records up to date
- Monitor organisational deadlines
- Maintain and update charity contacts list
- Other related tasks, such as producing reports and doing mailings.

We'll make sure that you receive training that is relevant to your role and if you are interested there will be opportunities for further development in your role.

Admin Assistant

If you would like to gain experience and skills towards a career in office admin, this could be the role for you! In this role you'll be able to gain experience in record keeping:

- Receiving and sorting mail (post, general office enquiries/emails)
- Some photocopying and doing mail shots

You will also have the opportunity to occasionally provide cover for our reception. There will be further development opportunities, if you're interested, in learning more about office procedures and in using computer programs such as Microsoft Word, Excel and Publisher.

Fundraiser

Are you interested in fundraising for a charity doing great work for communities in Sheffield? Our friendly & sociable team of fundraising volunteers who support our work are looking for new members. The tasks involved include doing mail shots, attending a monthly support meeting, getting involved in fundraising activities, contributing to fundraising ideas and more!

Fundraising Coordinator

This is a great opportunity to use and develop your skills in fundraising and event management. In this role you will generate ideas for fundraising events, help prepare for the fundraisers and help run the events.

The tasks include: working with staff to generate ideas for events, help with mail shots, with organising the events and designing promotional posters and leaflets.

You'll also attend & help to run the events, as well as to research new events & venues, suppliers & opportunities.

You will maintain contact with sponsors and donors to help us keep a momentum on our fundraising activities.

Green Fingered Volunteer

If you're a skilled gardener or would like to learn and become green fingered you might like to get involved in our community horticulture group. You will be involved in all aspects of growing, learn how to plant, prune, weed and more. You will learn about growing fruit of different kind and gain skills and experience in using hydroponics in a polytunnel.

You will also be able to take some of the produce home with you! Come along and join our successful Wednesday Gardening Club, no previous experience required just an enthusiasm for being out and about on the farm.

Handy Person / Maintenance Volunteer

Do you have skills in decorating and maintenance? This is a great opportunity to practice & build on your skills, as well as on your experience, in building maintenance.

You will be working alongside other volunteers in a friendly, enthusiastic volunteer team within a very pleasant environment. Your role will be to help us in the general upkeep and maintenance of our buildings – there may be some decorating and gardening involved too.

Play Worker

Have you always wanted to work with children? As a volunteer Play Worker you will set up and manage all kinds of creative play and crafts, including painting, collage and model-making, as well as outdoor group games (weather permitting).

You will also prepare and serve afternoon tea, and contribute to creating a safe environment for our children, for example by helping to take the register and making sure the main exit to the road is locked. This is a great opportunity to gain and further develop skills and experience in pre-school education. Call us to find out more!

Treasurer

This is a great opportunity to use your financial experience and become our Treasurer. You will maintain the financial records of our charity, monitor and record income and expenditure, and produce monthly reports and the annual report for our AGM.

We usually meet once a month either at a board member's house or at a central location in Sheffield and as Treasurer you will play an important role in the meetings.

This role will involve about 1-2 hours a week and another two sessions every month. We're looking for someone who is enthusiastic, well organised and with good numeracy skills.

Trustee

This is an opportunity to bring your knowledge and expertise to our management committee, to contribute to the direction of our organisation and help in the board's decision making.

We are looking for trustees with expertise in areas such as third sector, PR, fundraising, marketing, finance, HR, management and law.

This is a great opportunity to gain experience at board level, to network and for personal / professional development.

As a trustee you will take part in regular Board meetings, usually held once a month at a central location. You will also attend the Annual General Meeting and occasional extra-ordinary meetings, which may include an event or exhibition. Meetings usually take place in person and sometimes via teleconferencing.

When you become a Trustee we will ensure that you understand the Trustee role, how the board operates and the responsibilities of Trustees and the Board.

Volunteer Coordinator

As a Volunteer Co-ordinator your role will be to help us recruit, place, manage and retain volunteers. You will work with the manager, or other staff where needed, to:

- identify needs in the organisation
- develop volunteer roles
- write role descriptions for advertising.

You will take a lead role in the recruitment process and interview prospective volunteers. You will then induct and train new recruits, keep in contact with volunteers to provide support and make sure that they are on track to complete their tasks, and that they are happy with their volunteer experience. This contact will be maintained through email, phone and face to face meetings, always working within existing boundaries, policies and procedures.

As the main point of contact with new volunteers you'll make sure that the needs of the organisation complement the needs and skills of the volunteer.

This is a great opportunity to get up-to-date with legislation and policy related to volunteering and to network with key people within the voluntary sector. To be able to do this role effectively and to gain full benefit from the experience you should be able to spend two days a week based in our office.