**Volunteer Role Development Template**

Use this template to think through the role requirements of each volunteer role you are planning to recruit. The template is designed for internal use, but the information can then be used to create a recruitment advertisement.

Page 2 & 3 includes completed examples.

**Role description**

State the role title if relevant:

List the specific tasks required

1)

2)

3)

4)

[Add as many bullet points as required]

**Role requirements**

Review the task list above and use this to inform:

* Skills required?
* Experience required?
* Qualifications required?
* DBS requirements?

Use the DBS online tool to establish the level of DBS applicable to their role or call / email if the role type is not listed: [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk) | Telephone: 03000 200 190 | <https://www.gov.uk/find-out-dbs-check>

**Practical considerations**

Location of role?

* Home working
* Centre based: detail address
* Multiple sites: list all

Hours and of Days of the week

Specific day(s) of the week the role is required or flexible?

Specific hours or flexible?

Any other relevant information

**Completed example 1**

**Role description**

Role title: Volunteer administrator – to support our LGBTQ+ youth provision

Tasks:

1) Updating LGBTQ+ youth group membership form info to spreadsheet

2) Recording LGBTQ+ youth clubs weekly registers on attendance spreadsheet

3) Printing rainbow badges for junior group members

4) Using membership data to produce basic demographic info

5) File youth club members paper records in alphabetical order

6) Prepare LGBTQ+ awareness training packs for schools: photocopy handouts, evaluation forms and collating resources

**Role requirements**

Skills required? Strong IT skills including Excel (essential)

Experience required? Experience of dealing with sensitive / personal data

Ideally previous admin role experience

Qualifications required? N/A

DBS? Standard level (access to client data) child and adult workforce

**Practical considerations**

Location of role?

Home working

Centre based LGBT Centre, 1 Street, London

Multiple sites: list all

Hours and of Days of the week:

Specific day(s) of the week the role is required or flexible? Mondays

Specific hours or flexible? 9-12pm

Any other relevant information N/A

**Completed example 2**

**Role description**

Role title: N/A - Centre volunteer (to support our LGBTQ+ over 50s coffee mornings)

Tasks:

Help at our LGBTQ+ over 50s coffee club as required. Duties could include

1) Helping in the kitchen, making teas, coffees, washing up

2) Setting up the tables

3) Chatting to members

4) Directing new members to staff

**Role requirements**

Skills required? N/A

Experience required? N/A Willing to get involved, friendly, bubbly person

Qualifications required? N/A

DBS? Basic level

**Practical considerations**

Location of role?

Home working

Centre based LGBT Centre, 1 Street, London

Multiple sites: list all

Hours and of Days of the week:

Specific day(s) of the week the role is required or flexible? Flexible Mon- Fri

Specific hours or flexible? Flexible between 10-12

Any other relevant information:

N.B Tuesday club on first floor with no lift access