

Before listing a voluntary role spend some time developing an outline of your requirements and the skills needed. Do you have workspace and resources available for a volunteer to complete the task; is there adequate support and supervision for the volunteer; what is your need and what are your expectations? Who will this benefit, and what are the benefits for the volunteer?

Top Tips:

- Keep the title short with some indication of the main activity involved. Avoid using Volunteer in the role title, your organisation – all the roles on our website are voluntary roles and the name of your organisation and link to web address comes up with the role title.
- Be specific about the work to be done in the role description. Why is it important, what impact will the volunteer have? Can you write it in such a way that a volunteer could picture themselves in this role? Remember people want to make a difference and they want to see that difference.
- Be enthusiastic about the work of your organisation, it comes through in your choice of wording.
- When listing requirements, again be specific; mention what skills, qualifications or experience you are looking for. Are there any particular personal attributes best suited to this role?
- Avoid phrases like: the volunteer must, has to, should, you are required, you must be honest, etc. Link any requirements to the role so that it makes sense to the reader without casting doubt on their integrity before any contact.
- Be specific about time commitment, keeping it within the 16-20 hours per week guidelines. Is there any flexibility or is it specific days or times. Is it job-share or a roster system? Is it ongoing or will you take on someone who is available short term.
- Police and MoJ checks; these are sometimes needed and with good reason. Explain why, eg: contact with children, working with vulnerable adults, cash handling. Ideally not that it is the organisation's policy; give the reason why it is policy.
- Avoid repeating text throughout the form, and less is more. Keep in mind that people mostly view web searches on their mobiles and if the first paragraph doesn't appeal or is too long they will just move on no matter how worthwhile the role. The human brain is attracted by novelty, it helps us pay attention.
- When creating a role description for various locations, write one good listing mentioning the various suburbs rather than writing the same description for 4 or 5 different locations, particularly if the contact person is the same for all roles. People tend to skip duplicates.
- If using a template or using current listings as an example be sure to add your own unique twist to the role.
- Make your first contact the human touch, just a brief hello or thank you for making contact, with the next steps to make the volunteering happen. A common question to our office is: "I really want to volunteer, but what do I do next?"
- When you have your outline and have worked out your requirements, read through and ask yourself: "Would I volunteer for this role"?
- If you are not sure about where to start then give us a call to talk it through, we are here to work with you to achieve the best possible outcome for your request for volunteers.