*[Insert name of volunteer role and organisation here:]*
**e.g. Administration Support Volunteer at XYZ**

*[Insert a short description of your organisation & its beneficiaries - if you have a website, add the details]*

| | |
|---|---|
| **Aim of volunteer role** | *[Define exactly what you would like the Volunteer to do]*<br>e.g. To carry out a variety of administration activities. |
| **Main internal contact** | *[Insert role title here]*<br>e.g. Volunteer Manager. |
| **Start date** | *[Insert starting date of role]*<br>e.g. 1st March 2019 or ASAP. |
| **Time commitment** | *[Insert details]*<br>e.g. 2 -3 hours per week, exact days to be agreed |
| **Location** | *[Insert location of role here]*<br>e.g. Amersham/home -based |
| **Main tasks** | *[Clearly specify the tasks you would like the Volunteer to perform]*<br>e.g.<br>• Update database with contacts from service users<br>• Maintain spreadsheet of applications for assistance<br>• Produce information for mailshots and send out |
| **Skills/Experience** | *[Clearly specify the skills/experience you would like the Volunteer to have]*<br>e.g.<br>• Experience with using Microsoft Office and databases<br>• Ability to work as part of a small team<br>• Good communication skills, both written and verbal. |
| **What we can offer you** | *[Clearly state what a Volunteer can gain from being involved with your organisation]*<br>e.g. Volunteering with us will give you the opportunity to:<br>• To learn or try new things and develop new skills<br>• To gain work experience and add to your CV<br>• To meet new people or make new friends<br>• To give back to the community<br>• To build your confidence<br><br>*[It is good practice to reimburse volunteers for any reasonable out of pocket expenses – if you are able to do this, include it here]* |
| **Additional information** | *[Include any other details relevant to the role e.g. if references and DBS checks are required]* |
| **Get in touch** | If you think this opportunity could be for you, please contact:<br><br>*[Insert either the name and contact details of a specific person within your organisation/your organisation's general contact details]* |