



## Writing a Role Advert

The advert serves the purpose is to attract interest in the role, communicate the essential points quickly and clearly and provide a clear response process.

### Top Tips

- 🌿 A suitable headline is normally the role title itself. If the title does not capture the advertised role sufficiently well, use a strap line to expand the position further.
- 🌿 Outline what makes your Group dynamic and appealing
- 🌿 Only include the necessary information
- 🌿 Keep the language simple and the advert short.
- 🌿 Put yourself in the shoes of the reader – remember they may not know anything about RDA.
- 🌿 Try not to use equestrian jargon, especially if it is an administrative role.
- 🌿 Don't forget to state exactly what the reader should do next if they are interested. Your aim is to prompt an immediate action, such as telephoning, writing, emailing or attending an open day.
- 🌿 Make sure you include the relevant contact information so they can get into contact with the right person.

### Things to include

- 🌿 Role title
- 🌿 Group details
- 🌿 Location details (where the activity will be carried out)
- 🌿 Outline of role and purpose – expressed in the second person (you, your etc.)
- 🌿 Outline of the ideal person specification – expressed in the second person
- 🌿 Qualifications and experience required (if necessary)
- 🌿 Logo
- 🌿 Response and application instructions



## Using the Right Words for Volunteers







Category	Work-place words	Substitute for Volunteer words
<b>Formal documents</b>	Contract	Agreement/Commitment/Charter
	Job description	Task/Role description/list
	Person specification	Personal qualities or skills
	Rights & responsibilities	Reasonable expectations
	We are an equal opportunities employer	We are committed to working with volunteers from a range of different backgrounds
	Grievance and Disciplinary Procedure	Problem-solving procedure or Raising concerns policy
<b>Recruiting &amp; Enrolling</b>	Interview	Informal chat
	Trial or Probationary period	Introductory period
<b>Paying expenses</b>	Subsistence allowance	Reimbursement of out-of-pocket expenses

## Role Descriptions for Volunteers

### What are Volunteer Role Descriptions?

A volunteer role description is a document that outlines the specific activities a volunteer is going to be involved in. We call it a role description rather than a job description to avoid the implying that there is a contract of employment.

### Things to take into consideration









-  Tasks that you need the volunteer to do.
-  How are you going to combine these tasks to form a role?
-  The quantity and level of training you are able/want to provide
-  Levels of support and supervision required
-  Possibility of development within the role
-  The skills that volunteer already needs to have



## Before Writing a Role Description

Before you write a role description, think of the role as whole as well as the commitment and skills, that are required for the role.







### Things to take into consideration

-  Individual, group/family or job share.
-  Time (daytime/evening/weekend) and location of the role
-  How often the commitment is e.g. fortnightly, monthly or weekly
-  Public or client-facing
-  The type of work, is it manual work or office based?
-  The level of supervision required
-  The level of training required, do they need any specific.
-  Duration of the project (if relevant); one-off, short or long term

## Writing a Volunteer Role Description

When writing your role description, try to make it clear and concise. Creating the description around different headings is an easy way to make it useful and simple to navigate.

### Here are some suggestions...

-  Title of role, try to avoid just calling it a volunteer position.
-  The main activities/tasks that they will be doing.
-  Training provision
-  Availability
-  Who to contact if they are interested
-  Time required, be realistic but also say the benefits they will receive from doing the role as well as the benefits the group receives.

## Using your role description

Your volunteer role descriptions should form part of your group's volunteer management and recruitment process. The role description is particularly useful if you are recruiting through social media, an agency or a bureau.

It is important to offer on-going support from Volunteer Managers and the description can help you structure supervision sessions.