

**Volunteer Opportunity Template**

(feel free to re-use this template, rebranded for your own organisation)

**Opportunity:**

 IT Remote working Support

**Organisation:**

Add your organisation name here

**Role Description:**

This section sets the stage of how the role will benefit your organisation (and the volunteer). The first few lines are critical and may make the difference between whether a volunteer reads the full role description, or not. Mentioning your charity’s purpose, the impact the opportunity will have, as well as the key elements of what the volunteer will be doing, can help to engage interest. For example:

“*Our charity supports local people by providing XX service which improves life chances for people with [X condition] by [doing what?] Help us to be successful in delivering our services during lockdown and the post-lockdown period by [ say what you need here] so that we can [for example, continue to keep our service users safe/ explain how this helps you to achieve your purpose]”*.

Move on succinctly to what role would you like the volunteer to play, what will they do? Also, think through what you are offering to a volunteer (intellectual challenge, qualifications, an enjoyable, friendly team)? What would you be looking for if you were a potential volunteer? Try to be as specific as possible (without too much complex detail, which can come later, when you send out the full application form). Will they be helping out in a team or alone? What might an individual need to know before applying for your role? What might encourage them to help you? If you need skills in an area that you are not familiar with and therefore don’t know what will be required, be as specific as possible about the problem you have and add that you are looking for assistance.

**For example:**

*“We need help from someone with practical IT experience to help us to move our services online and to continue to deliver them that way for the foreseeable future]. [Optional: Include any details about your Covid-19 challenges and how the volunteer will help you to face them.]*

*We would like the volunteer (for example) to:*

*•*  *Set up our services online using freely available tools*

* *Help us to learn how to use the services for the benefit of our service users*
* *What else?*

*You will be supporting [insert role title] who will provide help with our existing brand/style/ guidelines and [what other support is available?].”*

Adding in an estimate of the time commitment would help those searching for roles, as well as an indication of whether you can be flexible (for example, on the number of hours/ days).

**Skills**:

[e.g. IT support, communication]

Who is your ideal volunteer for this role? What skills, experience and talents do they have? Which of these are vital and which are just "nice to have"? E.g.:

*“We are looking for a volunteer who: Has a practical background in IT technical support services who can share those skills with us, as we move this charity forward out of the Covid-19 crisis”.*

Interests and Activities:

People will search for roles using the categories that you select, so please take time to think about which elements in the drop-down menus are most relevant and will help interested individuals to find your role (if we see that you have missed any out, we will add them in at the review stage, but you will have the expert knowledge of what is most appropriate here).

**Location:**

Where will the role take place? The database offers a number of straightforward locations, but your circumstances may not fit what is offered (for example, if the location changes regularly). Where the options don’t meet your needs, please add some extra detail into the “role description” section to help potential volunteers to decide whether they can meet your requirements.

**Enquiries and referrals:**

Please put “organisation” into both boxes here (available through the drop-down menus.

**When do volunteers need to be available?**

Fill in the start and end dates that you would like the volunteer to be available for (this may well be the same as the dates the opportunity is to be advertised for). Please include the time commitment (including whether this is a short-term project) with the role description section.

**Days:**

Please tick as appropriate

**Quality Control:**

Please tick/ add some narrative to the boxes, as appropriate.

The options are:

Accessibility:

DBS Check Required:

Equal opportunities policy:

Expenses Reimbursed:

Ongoing Support; Health and Safety Policy:

Suitable for under 18s?

Training Provided:

Volunteer Induction:

Volunteer Policy:

Volunteers covered by insurance?

**Advertising (start and end dates):**

Please fill in the time that you would like the opportunity to be “live” on our site for (for ongoing opportunities, this might be several years).

**Any questions?**

Please do get in touch with:

Marion Murphy (Volunteer Development Officer) or

Kate Shrager (Volunteer Centre Manager) using the contact details below:

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Email: BexleyVC@BVSC.co.uk