Role Title

Planning Document – Role Specification (The Role)

Main purpose of this role

Questions issues regarding this role	Notes
What? • List the 3 key tasks or responsibilities of this role (in order of priority) • Identify the area where the volunteer will be working and with whom • What might be difficult or unpleasant about this role? • Will this role require prior experience, knowledge or specialist skills • Any specific qualities needed to deal with difficult aspects of this role?	
Where? • Include if the volunteer will have to trave to other locations (will travel expenses be paid?)	
When? • Number of hours per week • Are times set or flexible? • Days/evening/weekends/holidays? • Long term or short term opportunity	
With whom? • Will this volunteer be working alone or with other volunteers or paid staff?	
Support Supervision & Training • Who will support/supervise volunteer in their role • What training, support or supervision will be needed	
What the role offers volunteers? • List what the role offers and what the role does not offer include: challenges, friendship, personal development, social inclusion, recognition / Sports Inspire Awards	