Role Title

Planning Document – Volunteer Specification (The Person)

Main purpose of this role

Questions issues regarding this role	Notes
What do you need this volunteer to do? • List the 3 key tasks or responsibilities of this role	
Experience • What experience, knowledge or specialist skills are required for this role? • Any specific qualities needed to deal with difficult aspects of this role?	
Where? • Does this volunteer need their own transport? • Are there any access requirements to consider?	
When? • Minimum/maximum time commitment required • How important is reliability or flexibility? • Specific times/days/evening/holidays	
With whom? • What special requirement arise from working alone or in a team (initiative/team skills?)	
What the role offers volunteers? • Personal development opportunities • Volunteer recognition • Training • Fun and friendship You can't fill this space in advance (it's up to the volunteer)	