



A Rebuilding the Foundations Resource

Volunteering Template: Volunteer Role Profile

It is good practice, and helpful to volunteers, to define what a volunteer role will involve. Doing so can help you to think through practicalities, like equipment and training that's needed. Once you've defined the purpose of a role you can still make adaptations in how it is carried out, for volunteers that may need this. Within Arts Council museum Accreditation scheme, museums need to agree role profiles as part of planning the workforce structure needed to operate their museum.

[This is a template. Adapt this document to correspond to your own guidelines, working practices and policies.]

Volunteering Template: Volunteer Role Profile

Title of role

Purpose of role

Main activities/tasks

Skills/Interests needed

[Think – what's actually needed? You may be looking for aptitudes and attitudes, rather than skills here.]

Training offered

[Use this space to think about training specific to the role. All volunteers should receive an induction, as well as this role-specific training].

Time commitment suggested

Location

Main point of contact/supervisor