

Once you've refined what skills and experience your board could benefit from and reviewed your governing document to ensure it is fit for purpose and who it allows you to recruit to your board, it is time to create a role description and advert. CVS Falkirk can help you to develop and promote volunteer roles in your organisation.

Below are some pointers and ideas to help you to write about the role and your organisation in order to attract volunteers as well as being honest and clear about the role they would be taking on. If you would like support to review or amend an advert or volunteer role description, please contact CVS Falkirk by phone: 01324 692000 or by email: info@cvsfalkirk.org.uk

DO	DON'T
✓ Keep it brief	X Be too formal
✓ Describe your organisation and what you do	X Use acronyms
✓ Describe the role, especially what the time commitment is	X Assume people know about your organisation or what you do
✓ Make clear it's voluntary	X Include unnecessary detail
✓ Be clear about the qualities you are looking for	X Forget to include your contact details
✓ Stress the benefits of getting involved	X Oversell – be realistic about any benefits
✓ Sound welcoming and use upbeat words like “opportunity” and “inspiring”	X Disguise the commitment required
✓ Get someone to proof read it for you	
✓ If you are a registered charity make sure you include your registered charity number	

(Adapted from NCVO Trustee Recruitment Toolkit.)

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