# Volunteer role description

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| Role title | **Lead Volunteer** |
| Purpose of the role | The Lead Volunteer role is an exciting extension of your current volunteer role, designed to provide first line support to a small team of fellow volunteers. As a Lead Volunteer, you will continue to fulfil your existing duties while also serving as a point of contact for your assigned group.  You will help ensure that they have the guidance, resources, and support they need to carry out their roles effectively.  This is an excellent opportunity to develop your leadership skills and make an even greater impact within our volunteer community. |
| What you will be doing | Key Responsibilities:   * **First Line Support**: Act as the initial point of contact for your assigned group of volunteers, offering assistance, answering questions, and providing guidance as needed. * **Mentoring**: Share your knowledge and experience with newer volunteers, helping them to integrate and feel confident in their roles. * **Communication**: Facilitate effective communication within your group, ensuring that important information from the Leader of Volunteers and the organisation is disseminated promptly and accurately. * **Problem Solving**: Help troubleshoot any issues or challenges that arise within your group, escalating matters to the Leader of Volunteers when necessary. * **Feedback**: Regularly check in with your volunteers to gather feedback, monitor their wellbeing, and identify any areas where additional support may be needed. * **Collaboration**: Work closely with the Leader of Volunteers to ensure that your team is aligned with the organisation's goals and standards. |

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| Skills, experience and qualities needed | * **Leadership**: Ability to inspire and guide others, fostering a positive and supportive team environment. * **Communication**: Strong interpersonal skills with the ability to convey information clearly and effectively. * **Problem Solving**: A proactive approach to identifying and addressing issues within the team. * **Empathy**: Sensitivity to the needs and concerns of your fellow volunteers. * **Dependability**: A reliable and committed member of the volunteer team, setting a positive example for others. |
| When and where | * **Location**: [Insert Location] * **Time Commitment**: [Insert Time Commitment] * **Duration**: [Insert Duration] |
| Support offered | * **Training**: You will receive additional training to prepare you for this leadership role, ensuring you feel confident and capable in providing firstline support to your team. * **Ongoing Support**: The Leader of Volunteers will be available to assist you with any challenges or questions you encounter in your Lead Volunteer role. * **Resources**: Access to all necessary resources, including communication tools and documentation, to help you effectively support your group. |
| What you could get out of it | * **Skill Development**: Enhance your leadership, communication, and problem solving skills. * **Increased Impact**: Play a pivotal role in the success and satisfaction of your fellow volunteers. * **Recognition**: Your contribution as a Lead Volunteer will be acknowledged and appreciated by both the volunteers you support and the organisation. |
| Other relevant information | This role description emphasises that the Lead Volunteer role is an extension of an existing role, with a clear focus on providing support to a small group of volunteers while being fully supported by the organisation's Leader of Volunteers. |
| What to do if you’re interested | If you are interested in extending your role to become a Lead Volunteer, please [Insert Application Instructions]. We look forward to supporting you in this exciting leadership opportunity! |