3.1 Position Description Development and Review Policy

**Purpose**

To articulate <Insert Organisation Name>’s position on the identification, development and review of volunteer position descriptions within the organisation.

**Background**

Volunteer roles are underpinned by position descriptions which set out clear expectations for fulfilment of the role. Position descriptions provide an initial point of reference for both the volunteer and <Insert Organisation Name> and inform volunteer professional development including volunteer supervision and appraisal.

**Policy**

All volunteer positions will have an associated position description detailing all aspects of the role, including, but not limited to, the following:

* key areas of responsibility including key duties;
* supervisory and support arrangements;
* lines of accountability and communication; and
* hours of work.

All volunteer positions will be analysed for risk in accordance with the Risk Management Policy and Procedure.

Volunteer position descriptions will provide the basis for all aspects of volunteer recruitment, selection and performance management. The <Insert Position> is responsible for ensuring position descriptions are in place and up-to-date for each volunteer role, and that volunteers have seen their position description and understand their role and responsibilities in <Insert Organisation Name>; and may designate responsibilities to relevant staff. All volunteer positions and amendments must be approved by the CEO, and stored in the shared drive in accordance with the Volunteer and Staff Documentation and Records Policies and Procedures.

Selection criteria for each role must be developed, based on the position description, and must be fair and transparent. Selection criteria should include individual qualifications, skills, knowledge, experience and/or qualities necessary or desirable for volunteers to perform in the role, and may be included either in the position description or as a separate and associated document. The position description will form the basis for key performance indicators or measurable standards for volunteer performance.

Volunteer position descriptions will be reviewed annually as part of the volunteer appraisal process, and may also be reviewed upon feedback to the <Insert Position> in accordance with the Continuous Improvement Policy and Procedures. Volunteers will have input into the review of their position descriptions in accordance with the Volunteer Appraisal and Communication with Volunteers Policies and Procedures.

All staff and volunteers may make suggestions to the <Insert Position> regarding potential projects or suites of tasks that could form the basis for a volunteer position.

**Responsibility**

This policy applies to all volunteers; its application lies with the <Insert Position> and designated staff.

**Standards**

1.1, 1.3, 3.1-3.4, 4.2, 4.3, 5.1, 5.2, 5.4, 6.1, 6.2, 7.1, 8.1, 8.4

**Related Policies and Procedures**

* Risk Management Policy and Procedure
* Volunteer Recruitment Policy and Procedure
* Volunteer Screening Policy and Procedure
* Volunteer Selection Policy and Procedure
* Volunteer Appraisal Policy and Procedure
* Communication with Volunteers Policy and Procedure
* Continuous Improvement Policy and Procedures
* Documentation and Records Policy and Procedures
* <Insert Organisation Name> Documentation Change Control Policy and Procedure

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| --- | --- | --- | --- |
| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |