3.2 Position Description Development and Review Procedure

**Procedure**

All volunteer positions will have the approval of the CEO. The <Insert Position> is responsible for all development and review processes for volunteer position descriptions and may designate responsibilities to relevant staff.

The position description will include all aspects of the role as outlined in the Position Description Development and Review Policy. Position descriptions will inform aspects of volunteer recruitment, selection, induction and performance management as noted in the relevant policies and procedures.

Volunteers are to sight and agree to their position descriptions and associated amendments in accordance with the Volunteer Induction and Orientation, Volunteer Appraisal and Communication with Volunteers Policies and Procedures. Agreement to perform the volunteer role as outlined in the position description will be noted in the Volunteer Agreement and stored in volunteer personnel files in accordance with the Documentation and Records Policy and Procedure. 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. The <Insert Position> is responsible for interpretation and clarification of any part of the volunteer position descriptions.

Volunteer position descriptions will form the basis for key performance indicators or measurable standards for volunteer performance and will be used in volunteer performance management processes, in accordance with the Volunteer Appraisal Policy and Procedure, to note achievements in the role and where amendments to the position description are necessary.

Where proposed amendments to the position description may change the essential nature of the role including any requisite qualifications, skills or knowledge, the <Insert Position> has responsibility to determine whether the position may need to be reclassified and to ascertain the ability and needs of the volunteer to perform in the new role in accordance with the Volunteer Selection and Volunteer Training and Development Policies and Procedures.

The volunteer and supervising staff are to be consulted in the review process in line with the Communication with Volunteers Policy and Procedure and provided with a copy of the new position description. Concerns or issues are to be raised with the <Insert Position> and will be treated according to the Volunteer and Staff Grievance and Dispute Resolution Policies and Procedures.

**Application**

This procedure is the responsibility of the <Insert Position> and applies to all volunteers and supervising staff.

**Standards**

1.1, 1.3, 1.4, 3.1-3.4, 4.2, 4.3, 5.1-5.5, 6.1-6.3, 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 Induction and Orientation Policy and Procedure
* Volunteer Appraisal Policy and Procedure
* Volunteer Training and Development Policy and Procedure
* Communication with Volunteers Policy and Procedure
* Continuous Improvement Policy and Procedures
* Documentation and Records Policy and Procedures
* Volunteer Grievance and Dispute Resolution Policy and Procedure
* <Insert Organisation Name> Staff Grievance Policy and Procedure
* <Insert Organisation Name> Documentation Change Control Policy and Procedure

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