

## Writing a Role – Tips for writing roles in your ‘Connect’ member login

### To add a role

1. Log in to Connect through the link for Member Organisations on our website.
2. Select ‘Roles’ from the options once you’ve logged in.
3. You can either make edits to or simply reactivate a previous role, by going into the role and selecting ‘Edit’ or ‘Activate’.
4. Or you can create a new role by selecting ‘New’ in the ‘Roles’ tab.
5. To write a new role, fill in the form and select ‘Submit for publishing’ when you’re done. If you have an existing position description, you can copy and paste any relevant information into the form.
6. All roles/edits come through Connect to Volunteering Waikato staff before we publish it live to our website, so there’s no pressure to get it perfect, and let us know if you’d like any help/suggestions.

### Here’s how to fill in your role.

**Title** – Title of the role.

**Summary** – Two short jazzy sentences about the kaupapa/role that will grab the attention of browsers. This is only visible from the ‘Current Positions’ page on our website and disappears when you click into the role itself. So, you can repeat this summary in the body of the description if you like.

**Location** – Town/s the role is based in, or home-based.

#### **Description:**

- Summary of organisation’s Kaupapa – who are you and what do you do. 1-2 sentences.
- Summary of project/role Kaupapa – what is the role and why it is important. 1-2 sentences.
- Summary of main duties and responsibilities. As many points as needed to get the picture across.
- What the benefits/support/reimbursements are.
- What the impact of their volunteering will be.
- What the processes/steps of recruitment are and how long they might take.
- How you will get in touch and when can they expect to hear from you.

**Requirements:**

- Hard skill requirements – what specific skills and areas of expertise do they need to have.
- Soft skill requirements – what specific personal attributes and skills are preferred.
- Any other requirements for the role such as resources/transport..

**Time commitment:**

- How much time is required and which days/timing is preferred.
- State whether there is any flexibility with timing and if there are aspects that can be done off-site etc.

**Police Check or MOJ Check.**

- Select which one you need, if required for your own processes. You can include a short explanation of why e.g., 'Organisation policy'.

**Contact Via**

- This contact information does not get posted to our website, but will be sent in the confirmation email that goes to each referral.
- Choose which options suit your contact preferences.

**Other notes and tips:**

- Avoid jargon and discriminatory language.
- Be clear about what is expected of volunteers and what volunteers can expect from you.
- Make sure you contact any referral that comes through, **as soon as possible**.
- Stating in the description which method of contact you will use, helps people to know what to expect and keep an eye out for it.
- Emails get lost easily and often go to spam. If you haven't heard from them, sending a text reminder is a great idea.
- Referrals that come through are registering their interest in your role – it is not a full application. This is a trigger to get in touch for a screening step – to make sure that they are a good fit for you, to give them a chance to ask any more questions they have, and for them to decide if they want to apply. From here if they are still interested you will need to follow your own recruitment process with each individual.
- The benefits of this screening step are that you aren't spending more time on people who aren't as interested and are more likely to be a match.
- People are also more likely to respond if you have a conversation with them first before you send off a bunch of forms for a role they aren't sure of.
- Remember – people don't know your organisation as well as you do – so things that may seem obvious, common, or normal in our organisations won't be to new volunteers. This is why clarity is key! If they continue the process and find out the role isn't actually like what the description said, they are likely to leave.