



COMMUNITY ACTION

Bradford & District

Making a Positive Change

Getting volunteers

Volunteers do not get paid, they give time freely to an organisation or a cause. Organisations can reimburse expenses, for example bus fares or other travel costs but you must not pay volunteers for their time.

To get volunteers, start by listing what tasks you need help with and an estimate of when and how much time is needed.

Here is an example, you don't need to copy it as every group's list will be different:

- Trustee - 4 hours per month, making governance decisions, managing staff and overseeing finances.
- Centre office cover - Mondays and Fridays, 9:00 to 16:00, answering phones and welcoming visitors.
- Activity volunteer - Wednesdays, 10:00 to 12:00, making refreshments, helping with activities, chatting to people in the group.

When you know what you want, it is much easier to put a volunteer role guide and advert together. Being specific is helpful to people looking for a volunteering opportunity.

Details about what tasks they will be doing, how much time they need to commit and on what days can help them work out if it's worth making an enquiry. Make sure you are ready to respond promptly to offers of help.

Where to advertise for volunteers

For volunteer opportunities in the Bradford District, there are local services you can use such as: [Snicket](#) and [Volunteer Bradford District](#).

There are national services you can use to recruit volunteers locally such as: [Reach Volunteering](#), [Get Volunteering](#) and [Do It](#).



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More Information

Find out more about [involving volunteers](#) with guidance from NCVO. Role descriptions can help you manage volunteers and expectations on both sides about what work needs doing. NCVO has information about what to include in a [volunteer role description](#).

Be careful not to create a role that should be done by paid staff, see government guidance on volunteer rights.

Additional Support

We have produced a number of guides (found on our [Resources page](#)) which may help you to understand more about finding and keeping volunteers. Our [Resource Hub](#) also has some volunteering resources such as template Volunteer Policies and Volunteer Agreements.



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This resource was funded through the Here4BDCC contract.

For more information, visit: www.cabad.org.uk