

Checklist

1

Supporting People To Find The Right Role

Not everyone knows what they want to do or where their skills and interests fit.

Support people explore, connect and see themselves in your opportunities

Volunteering should be a good match for everyone



Make it easier for people to discover where they can make a difference



Essential Actions

- ☐ Break opportunities into clear specific roles rather than advertising for “general volunteers”
- ☐ Clearly explain the tasks involved in each role
- ☐ Describe what strengths, interests or lived experiences may suit the role
- ☐ Include realistic examples of what volunteers might do day-to-day
- ☐ Make it clear that volunteers can explore options and don't need to know exactly what role they want
- ☐ Offer opportunities for informal conversations before applying
- ☐ Encourage people to share their interests, confidence levels, access needs and preferred ways of contributing.

Clarity reduces anxiety and helps people to see themselves in your opportunities



Good Practice

- ☐ Include a “Which role might suit me?” guide or flowchart
- ☐ Create role-matching tools based on:
 - strengths
 - energy levels
 - confidence
 - environment
 - communication preferences
- ☐ Include examples of volunteers with different backgrounds, skills and lived experiences
- ☐ Offer taster sessions, shadowing or trial opportunities
- ☐ Allow volunteers to shape or co-create roles where appropriate

People thrive when their unique strengths and interests are recognised



Reflective Questions

- ☐ Are we expecting people to understand the volunteering sector?
- ☐ Could someone easily picture themselves in this role?
- ☐ Are our opportunities too broad or unclear?
- ☐ Are we helping people identify what they can offer, rather than what they lack?
- ☐ Do we showcase a range of roles that suit different interests, personalities, energy levels and circumstances?
- ☐ How easy is it for people to have a conversation to explore options?

Check in with real people. Listen, test and adapt. Inclusion improves when we learn together



Small changes make a big difference

The easier it is to find the right role, the more people can thrive and make a meaningful contribution



Cup-O-T:
Wellness and Therapy Services.