

Task description template

The project	Complete a description of the project the volunteer will be working on, making clear the contribution they will make
The role	State the title and purpose of the role
Skills/Experience/Knowledge/Attributes	List those desired
Tasks	List the tasks to be undertaken
Contribution of time	Identify how long the role would be for and the contribution of time desired
Commencement	Insert when the role will start
Location of volunteering	State all the location(s) that the volunteer would be expected to operate from
Support and Supervision	Complete how this will be undertaken
Induction and training	State details of any induction and training

	requirements
Expense payments	List those suitable for the particular role