Templates for Volunteer Website Role Adverts

To format your role ads on the Volunteer Website, you need to use something called HTML. Without HTML, your role description will appear as one long block of text, which is hard to read and digest. To help with this, you can copy and paste one of the templates below into your ads. Then, you just have insert links specific to your team and add any extra text you need to make your ad look marvellous!

You will need to replace everthing in caps with your group info and links. Remember to delete the square brackets. You can view how the ad will appear above each of the HTML templates.

To insert links specific to your team:

1. Find your group on the Organism
2. Select the option 'Mandate' top right
3. Select and copy the URL [address at the top of the web page]
4. Paste over the word LINK in the template
5. Find your parent circle on the Organism and repeat steps 2, 3 & 4

We've created role advertisment (ad) templates for the following roles:-

- Internal Coordinator (IC)
- External Coordinator (EC)
- Facilitator
- Budget Holder
- Secretary (Minute Taker)

There are standard mandates for these roles on the Organism and so we've included links to these in the templates. If you are advertising a different role, discuss the tasks the role holder will need to do with your group and add these to the task list under 'Some of the [ROLE NAME] tasks include:'

More Info

For basic instructions on how to use HTML, you can copy and paste from the Basic Syntax list

How the Internal Coordinator ad will look using the template below:

The role can be shared between two people, reducing the time commitment necessary.

Recruitment Support is a friendly and dynamic team.

The key role of the Internal Coordinator (IC) is to ensure the team is healthy and achieving its mandate.

Some of the IC tasks include:

- Proposing roles and projects the team needs to fulfil its purpose and accountabilities.
- Supporting the work of role-holders and sub-circles, and reviewing their work at regular intervals.
- Inviting people with relevant skills and abilities to join the team as required.
- Maintaining an awareness of what is happening in the wider organism, and communicating regularly with the team's External Coordinator.

For more information on the mandates for Recruitment Support, Pathways and the Internal Coordinator, please select the links below:

Recruitment Support mandate

Pathways mandate

Internal Coordinator mandate

We look forward to hearing from you.

Internal Coordinator - Template

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<strong>The role can be shared between two people, reducing the time commitment necessary.</strong></p>

<p><b><font color="green">The [YOUR TEAM NAME] is a [FRIENDLY/ORGANISED/DYNAMIC ETC]
team.</font></b></p>

<p>The key role of the Internal Coordinator (IC) is to ensure the team is healthy and achieving its
mandate.</p>

Some of the IC tasks include:

<p>
<ul>
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<li> Proposing roles and projects the team needs to fulfil its purpose and accountabilities.</li>
<li> Supporting the work of role-holders and sub-circles, and reviewing their work at regular intervals.</li>
<li> Inviting people with relevant skills and abilities to join the team as required.</li>
<li> Maintaining an awareness of what is happening in the wider organism, and communicating regularly with the team's External Coordinator.</li>
</ul>
</p>


<p>For more information on the mandates for [YOUR TEAM NAME], our parent circle [YOUR WIDER CIRCLE NAME] and the External Coordinator, please select the links below:<br></p>


<p><a href="LINK" target="_blank" rel="noopener noreferrer">YOUR TEAM NAME mandate</a></p>
<p><a href="LINK" target="_blank" rel="noopener noreferrer">YOUR WIDER CIRCLE NAME mandate</a></p>


<p><a href="https://organism.extinctionrebellion.uk/?id=1310&tab=defaultroles&expand=r2" target="_blank" rel="noopener noreferrer">Internal Coordinator mandate</a></p>


<p><strong>We look forward to hearing from you.</strong></p>
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How the External Coordinator ad will look using the template below:

The role can be shared between two people, reducing the time commitment necessary.

Recruitment Support is a friendly and dynamic team.

The key role of the External Coordinator (EC) is to ensure the team is represented in the broader circle, and aware of that circle's work and priorities.

Some of the EC tasks include:

- Representing the mandate of the team within meetings of the broader circle, and asking another member of the team to attend when not available.
- Taking issues that can't be resolved in the team to the broader circle.
- Exchanging information with other teams.

For more information on the mandates for Recruitment Support, Pathways and the External Coordinator, please select the links below:

Recruitment Support mandate

We look forward to hearing from you.

External Coordinator - Template

The role can be shared between two people, reducing the time commitment necessary.</p>

<p>The [YOUR TEAM NAME] is a [FRIENDLY/ORGANISED/DYNAMIC ETC] team.</p>

<p>The key role of the External Coordinator (EC) is to ensure the team is represented in the broader circle, and aware of that circle's work and priorities.</p>

Some of the EC tasks include:

<p>

 Representing the mandate of the team within meetings of the broader circle, and asking another member of the team to attend when not available.
 Taking issues that can't be resolved in the team to the broader circle.
 Exchanging information with other teams.

</p>

<p>For more information on the mandates for [YOUR TEAM NAME], our parent circle [YOUR WIDER CIRCLE NAME] and the External Coordinator, please select the links below:
</p>

<p>YOUR TEAM NAME mandate</p>
<p>YOUR WIDER CIRCLE NAME mandate</p>

<p>External Coordinator mandate.

<p>We look forward to hearing from you.</p>

How the Facilitator role ad will look using the template below:

Recruitment Support is a friendly and dynamic team.

About the Facilitator role

The Facilitator role is to ensure that meetings stay on track with the agenda and decision-making processes are appropriately structured.

- Facilitating meetings of this team.
- Inviting facilitators from inside or outside of this circle to facilitate a given meeting, if not personally facilitating.
- Ensuring that applicable processes for elections and decision-making (e.g. group agreements, constitutional rules, Ways of Working) are followed.

For more information on the mandates, please select the links below:

Recruitment Support mandate

Pathways mandate

Facilitator mandate

We look forward to hearing from you.

Facilitator - Template

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<p><b><font color="green">The [YOUR TEAM NAME] is a [FRIENDLY/ORGANISED/DYNAMIC ETC]
team.</font></b></p>

<b>About the Facilitator role</b>

<b>The Facilitator role is to ensure that meetings stay on track with the agenda and decision-making processes
are appropriately structured. </b>

<ul>
<li>Facilitating meetings of this team.</li>
<li>Inviting facilitators from inside or outside of this circle to facilitate a given meeting, if not personally
facilitating.</li>
<li>Ensuring that applicable processes for elections and decision-making (e.g. group agreements, constitutional
rules, Ways of Working) are followed.</li>
</ul>
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<p>For more information on the mandates, please select the links below:<br></p>



<p><a href="LINK" target="_blank" rel="noopener noreferrer">YOUR TEAM NAME

mandate</a></p>

<p><a href="LINK" target="_blank" rel="noopener noreferrer">YOUR WIDER CIRCLE NAME mandate</a></p>



<p><a href="https://organism.extinctionrebellion.uk/?id=1310&tab=defaultroles&expand=r4667"

target="_blank" rel="noopener noreferrer">Facilitator mandate</a>



<p><strong>We look forward to hearing from you.</strong></p>
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How the Budget Holder role ad will look using the template below:

Recruitment Support is a friendly and dynamic team.

About the Budget Holder role

The Budget Holder ensures that the team has money spent and distributed, and volunteers have expenses re-reimbursed when requested and where required for its operation. The Budget Holder ensures that the team's budget is managed well and transparently.

- Handling any requests for volunteer living expenses transparently with the team.
- Approving, declining, recording, and tracking team members' requests for payment.
- Advising the Integrated Budget Group of new and existing funding requests outside of the allocated budget.
- Assisting the Integrated Budget Group and broader circle budget holders during regular budget reviews.
- Monitoring the budget holder chats for any information that might be relevant to their role.
- Maintaining and sharing transparent records of the expenditure and money of the team, upon request of other members of this team, or budget holders of super circles if relevant.

For more information on the mandates, please select the links below:

Recruitment Support mandate

Pathways mandate

We look forward to hearing from you.

Budget Holder - Template

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<p><b><font color="green">The [YOUR TEAM NAME] is a [FRIENDLY/ORGANISED/DYNAMIC ETC]
team.</font></b></p>


<b>About the Budget Holder role</b>


<b>The Budget Holder ensures that the team has money spent and distributed, and volunteers have expenses
re-reimbursed when requested and where required for its operation. The Budget Holder ensures that the team's
budget is managed well and transparently. </b>


<ul>
<li>Handling any requests for volunteer living expenses transparently with the team.</li>
<li>Approving, declining, recording, and tracking team members' requests for payment.</li>
<li>Advising the Integrated Budget Group of new and existing funding requests outside of the allocated
budget.</li>
<li>Assisting the Integrated Budget Group and broader circle budget holders during regular budget
reviews.</li>
<li>Monitoring the budget holder chats for any information that might be relevant to their role.</li>
<li>Maintaining and sharing transparent records of the expenditure and money of the team, upon request of
other members of this team, or budget holders of super circles if relevant.</li>
</ul>


<p>For more information on the mandates, please select the links below:<br></p>


<p><a href="LINK" target="_blank" rel="noopener noreferrer">YOUR TEAM NAME
mandate</a></p>
<p><a href="LINK" target="_blank" rel="noopener noreferrer">YOUR WIDER CIRCLE NAME mandate</a></p>


<p><a href="https://organism.extinctionrebellion.uk/?id=1310&tab=defaultroles&expand=r6" target="_blank"
rel="noopener noreferrer">Budget Holder mandate</a>
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<p><strong>We look forward to hearing from you.</strong></p>
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How the Secretary role ad will look using the template below:

Recruitment Support is a friendly and dynamic team.

About the Secretary role

The key role of the Secretary is to ensure that formal, up-to-date records are accessible to all team members and that the team's organisation is transparent. The tasks break down as follows:-

- Scheduling the team's meetings, and sharing the meeting details with all team members, giving plenty of notice.
- Capturing and sharing the outputs of the team's meetings as appropriate, i.e. decisions, project/role updates, and action points.
- Updating the Communications Hub with agreed changes to teams, roles, and policies - coordinating with the Group Admin core role where present.

For more information on the mandates, please select the links below:

Recruitment Support mandate

Pathways mandate

Secretary mandate

We look forward to hearing from you.

Secretary - Template

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<p><b><font color="green">The [YOUR TEAM NAME] is a [FRIENDLY/ORGANISED/DYNAMIC ETC]

team.</font></b></p>


<b>About the Secretary role</b>


<p><b>The key role of the Secretary </b> is to ensure that formal, up-to-date records are accessible to all

team members and that the team's organisation is transparent. The tasks break down as follows:-

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<ul>

<li>Scheduling the team's meetings, and sharing the meeting details with all team members, giving plenty of
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notice.

Capturing and sharing the outputs of the team's meetings as appropriate, i.e. decisions, project/role updates, and action points.

Updating the Communications Hub with agreed changes to teams, roles, and policies - coordinating with the Group Admin core role where present.

<p>For more information on the mandates, please select the links below:
</p>

<p>YOUR TEAM NAME mandate</p>

<p>YOUR WIDER CIRCLE NAME mandate</p>

<p>Secretary mandate</p>

<p>We look forward to hearing from you.</p>