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 already added the links to the mandates for Internal Coordinator, External Coordinator, Integrator and Facilitator in the templates below. If you don't have a mandate for the role you need filling, 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 NB click on the plus sign next to Internal Coordinator.

We look forward to hearing from you.

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

Some of the IC tasks include:

<p>

 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.

</p>

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

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

<p>Internal Coordinator mandate NB click on the plus sign next to Internal Coordinator.

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

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

Pathways mandate

External Coordinator mandate NB click on the plus sign next to External Coordinator.

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 PARENT CIRCLE NAME] and the Internal Coordinator, please select the links below:
</p>

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

<p>Internal Coordinator mandate NB click on the plus sign next to External Coordinator.

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