

# Volunteer management



## Technique

### Using 'reverse one-page profiles' when advertising volunteer positions

When recruiting for volunteers 'one-page profile' can be used to develop a job advertisement that is focused on what drives the volunteer and the skills required. Using this technique incorporates a person-centred approach in attracting the right person for the job.

The key headings in a one-page profile are used but they are reversed - replacing the word me with you. This way you can describe the type of person you are looking for, their strengths, gifts and the key aspects that are important for the job. You can also use the headings to capture details about supports and opportunities provided by your organisation.

### Putting the description/advertisement together

'Could this be you?' start with a brief introduction to the organisation, plus any additional information that will sit outside of the one-page profile.

### Write the one-page profile from the 'you' perspective

What do others like and admire about you?

- \* Insert the strengths/positive reputation that you and the individual are looking for in the right volunteer for the role.

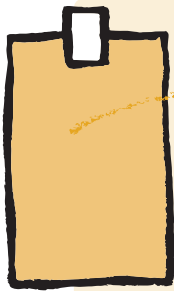
What's important to you about your work?

- \* Include aspects that would matter to the volunteer, this often reflects what motivates them.
- \* Insert skills and/or strengths that you are looking for and that are also important to the volunteer.
- \* Describe the key elements of the role that the right person would be passionate about.
- \* Think about the functional requirements that link to practical elements of the role you are recruiting for. What would be important to the right candidate for the job?
- \* If you are recruiting directly for a person with disability, detail the specific skills and interests that the individual requires from people supporting them.

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How you will be supported?

- \* Include information about the team the new volunteer will be working with. This could include other volunteers and paid staff.
- \* Describe their potential manager's style and approach.
- \* Explain how they would be supported to carry out their job and participate within the organisation as a whole.
- \* Include any training, development and support offered by the organisation.



## Tips

Use the information gathered when developing or updating the position description and think about how this translates to the volunteer you are looking for.

When recruiting for individuals, use information from their support plans and have a conversation to see what the person is looking for in a volunteer.

The recruitment 'matching volunteer' tool can assist in providing information about the skills and personality characteristics required.

As with any other one-page profile you may not be able to capture everything that you are looking for. In this case, think about the most critical and most important elements. Include your logo and any relevant contact details either at the bottom of the profile or in the introductory section.

# Reverse one-page profile

Our organisation is looking for a volunteer to spend an afternoon each week supporting a young man to garden in his own home. Could this be you?

## Your Positive reputation

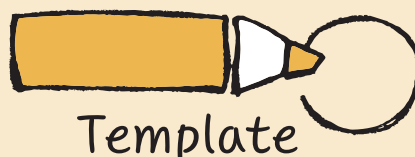
- \* Laidback and relaxed.
- \* A real “green finger”.
- \* Patient teacher.
- \* Great sense of humour

## What's Important to you?

- \* Spending time outside.
- \* Growing veggies and developing gardens.
- \* Learning from others and sharing your own experiences.
- \* Contributing to, and being a part of a larger team.
- \* Being a valued part of an organisation.

## What support will we give you?

- \* You will receive coaching and support to work alongside this young man from his team, family and circle of support.
- \* We will assist you to develop your own one-page profile so we can learn more about the things that are important to you and understand how you want us to support you in your role.
- \* Monthly catch-ups with other volunteers and the volunteer co-ordinator.
- \* You will be “buddied up” with another volunteer within our organisation to help you feel connected to the organisation and so you have someone else to chat with about your experiences as a volunteer.



Template

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## Additional resources

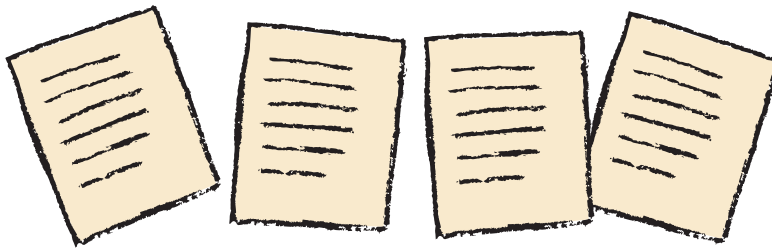
- \* Tool, tips and template - one-page profiles to recruit volunteers, guide for organisations and potential volunteers.
- \* Technique, tips, tool and template - using the 'matching staff tool' in recruitment.

## Definitions

The term **individual(s)** refers to an individual with a disability and their family and/or circle of support.

The term **staff/employees(s)** refer to paid members of the organisations workforce. Employment relationships with the organisation may be permanent, casual, full-time, part-time, etc.

The term **volunteer(s)** refers to an unpaid individual willingly giving their time to provide a service or support.




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