

## Development of Template Job Descriptions (JD) & Person Specifications (PS) for Voluntary Services Roles Bands 3 – 6

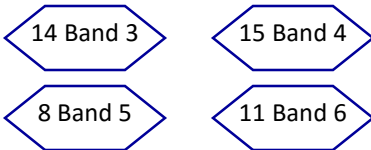
### Background & Information

The project was undertaken in response to requests from NAVSM members for information on what should or could be included in a Job Description for a range of roles directly involved with volunteers

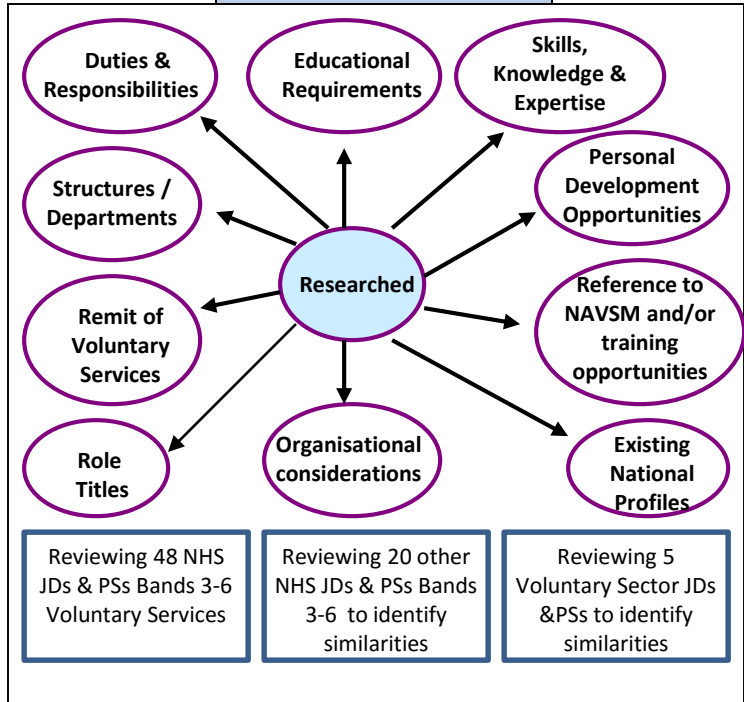
### Objectives

- To create template Job Descriptions for Bands 3-6.
- To develop National Profiles for Bands 3-5.

### NHS JDs & PSs Reviewed



### Research



### Findings

- National Profile for a Band 6 Voluntary Services Manager only.
- JDs demonstrated consistent themes relating to role functionality but differed in layout and content.
- JDs ranged from brief and succinct to lengthy and descriptive.
- Some JDs described personal development opportunities whilst others did not.
- Job purposes often stated actual duties rather than a summary of the role.
- Duplication with job titles across all bands. Voluntary Services Coordinator was the most widely used across Bands 3 - 5. Voluntary Services Manager was the most widely used for Band 6.
- Essential and Educational requirements varied across all bands.
- Voluntary Services was positioned either within Corporate Functions/Nursing, Human Resources or Patient Experience and was often aligned with: Fundraising & Charity; Workforce Development; Health & Wellbeing Service; Communications Team; Clinical Standards & Quality; PALS; Support Services; Risk Management.

### Next Steps

- Identify the most appropriate title for each Band that is representative of the level of responsibility.
- Agree the broad content of the template JDs and PSs.
- Submission of JDs and PSs to NHS Employers for support with matching and development of National Role Profiles.