Fair Museum Jobs Voluntary Roles Checklist

This checklist can be used to benchmark your job descriptions, person specifications and job adverts against the [Fair Museum Jobs Manifesto](#).

If you tick 'No' to any of the questions, this is an area that you should review for improvement.

- Volunteer roles **should not** be advertised by commercial organisations.
- Volunteer roles **should never** replace roles which were previously paid jobs.

Volunteer Roles	Yes	No
Does the role title contain "Volunteer"?		
Is entitlement to expenses, or lack of, clearly stated?		
If a weekly time commitment is required (for long-term roles), is it under 1 day/8 hours per week?		
Are you clear what a volunteer should expect from volunteering with you?		
Is it reasonable for a volunteer to undertake the duties and responsibilities of this role?		
Do you have a volunteer agreement in place for this role?		
Does the role have a designated supervisor, manager or mentor?		

Role Requirements	Yes	No
Have you removed all requirements for qualifications and prior experience?		
Is the number of criteria in the person specification proportionate to a volunteer role?		
Have you checked that no criteria on the person specification are duplicated?		
Do the criteria clearly apply to everyone equally within the bounds of the Equality Act 2010?		
Have you removed criteria that focus on personality traits rather than skills?		

Role Description Papers	Yes	No
Does the advert contain a contact for further information or questions?		
Is the role information available in other formats? Is it clear how to request these formats?		
Is there both a role description and person specification available? (This may be one or two documents)		
Does the role description clearly describe the purpose and key tasks of the volunteer?		
Is it clear how the potential volunteers will be assessed against the criteria?		
Does your outlined application method give potential volunteers enough space to show what you are looking for?		
Have you described the expected timeline for the volunteer recruitment process?		