



## ROLE DESCRIPTION

<b>Role title:</b>	Volunteer Lead
<b>Estimated time commitment:</b>	6-9 hours per month
<b>Length of tenure:</b>	3 Years
<b>Requirements:</b>	None

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## POSITION IN HAMPSHIRE RFU

<b>Responsible to:</b>	Director of People
<b>Direct Reports:</b>	None

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## PART 1: ROLE SPECIFICATION

### MAIN PURPOSE OF ROLE

The primary purpose of this role is to lead and coordinate volunteer engagement across Hampshire RFU by supporting clubs in recruiting, developing, and retaining a diverse and inclusive volunteer workforce. Acting as the central point of contact for volunteer initiatives, the role ensures clubs have access to the tools, resources, and guidance needed to build strong, sustainable volunteer structures.

This role is responsible for promoting best practice in volunteer management, delivering recognition programmes, and fostering a positive volunteer culture through effective communication and engagement. By monitoring satisfaction and retention and evaluating initiatives, the role contributes to continuous improvement and the long-term success of volunteering within the Hampshire rugby community.

The post will also contribute to the delivery of Hampshire RFU's vision and mission and always demonstrate its core values & behaviours [Link](#)

## **KEY RESPONSIBILITIES**

### **1. Volunteer Recruitment**

- Support clubs to develop and implement a volunteer recruitment plan, promoting use of England Rugby's Workforce Mapping Tool and Club Workforce Review to identify needs and gaps.
- Signpost clubs to England Rugby templates to assist them to create clear, inclusive, and accessible role descriptions using
- Work with clubs to promote volunteer opportunities through their club communications, social media, events, and outreach to local community groups.
- Support clubs to organise volunteer recruitment events and ensure all recruitment follows safer recruitment practices.
- Encourage diversity and inclusion in all volunteer recruitment activities.

### **2. Volunteer Development**

- Support clubs to coordinate induction and onboarding for all new volunteers, using England Rugby's Volunteer Induction Module and checklist.
- Identify and promote relevant training and development opportunities (e.g., safeguarding, first aid, leadership workshops).
- Encourage clubs to consider succession planning by identifying and nurturing future volunteer leaders, using England Rugby's succession planning resources.
- Signpost volunteers to club and RFU webinars, online learning, and support tools.

### **3. Volunteer Recognition**

- Lead on CB volunteer recognition initiatives, including Volunteer of the Month, end-of-season awards, and public thank-yous via Hampshire RFU communications.
- Nominate volunteers for local, regional, and national awards, including the RFU Volunteer Recognition Programme and Volunteer of the Year Awards.
- Organise annual volunteer appreciation events and ensure volunteers are celebrated during national campaigns such as Volunteers' Week.
- Promote and facilitate access to exclusive RFU recognition opportunities (e.g., pre-match hospitality, "money can't buy" experiences).

### **4. Communications & Engagement**

- Maintain up-to-date volunteer information on Hampshire RFU website and social media.
- Act as the main point of contact for volunteer queries and feedback.
- Promote a positive, inclusive, and supportive volunteer culture across Hampshire clubs.

### **5. Monitoring & Reporting**

- Monitor volunteer satisfaction and retention, reporting regularly to the club committee.

- Evaluate the effectiveness of recruitment, development, and recognition initiatives and recommend improvements.

## **PART 2: PERSON SPECIFICATION**

### **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

- Excellent communication and interpersonal skills.
- Experience in volunteer management, recruitment, or community engagement.
- Ability to inspire, motivate, and support volunteers.
- Organisational and administrative skills.
- Commitment to safeguarding and equality, diversity, and inclusion.

### **DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE**

- Experience working in a rugby or sports club environment.
- Familiarity with England Rugby volunteer resources and recognition schemes.

### **ROLE DESCRIPTION APPROVAL AND SIGN OFF**

**Requesting Director(s):** Director of People

**Director of People:** Hannah Avoth

**Date:** 25 November 2025