

# Volunteer Roles & Responsibilities

**Clear roles help make a work group more manageable, resilient, and enjoyable to be part of. Sharing responsibilities prevents burnout, makes good use of people's skills and experience, and helps activities run smoothly. Roles can be adapted to suit your group's size and ambitions, and one person may take on more than one role — especially in smaller groups.**

Below are some common volunteer roles and example responsibilities to help you get started. Use, adapt, or combine them to suit your local need.

## Group Leader

**Purpose:** Provides overall direction and coordination for the group.

**Typical responsibilities:**

- Holds overall responsibility for the group's activities
- Helps set goals and priorities
- Supports and motivates volunteers
- Represents the group externally where needed

## Coordinator

**Purpose:** Turns ideas into well-organised action.

**Typical responsibilities:**

- Plans projects and work programmes
- Coordinates volunteers and schedules activities
- Liaises with partners, landowners, and local organisations
- Ensures tasks are followed up and completed

## Work Party Leader

**Purpose:** Ensures practical tasks are safe, well-organised, and effective.

**Typical responsibilities:**

- Scopes tasks and prepares risk assessments
- Leads practical work on the day
- Briefs volunteers on tasks, safety, and tools
- Oversees work quality and safe working practices

## Tools & Equipment Lead

**Purpose:** Keeps tools safe, clean, and ready for use.

**Typical responsibilities:**

- Stores tools securely
- Collects and transports tools to work days
- Cleans and maintains equipment
- Arranges repairs or replacement

## Health & Safety Lead

**Purpose:** Helps keep volunteers safe and supported.

**Typical responsibilities:**

- Keeps records of volunteer training and inductions
- Ensures first aid kits are complete and up to date
- Records and reports accidents or near misses
- Checks appropriate personal protective equipment (PPE) is available

## Catering / Wellbeing Lead

**Purpose:** Looks after morale and wellbeing during activities.

**Typical responsibilities:**

- Organises refreshments and break-time snacks
- Bakes cakes or arranges shared food
- Helps create a welcoming, social atmosphere

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*These roles are a starting point — not a rulebook. Encourage volunteers to shape roles around their interests and strengths, and review responsibilities as your group grows and evolves.*



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