



How to write opportunities for advertisement on the Volunteer Now website?

Volunteer Now have integrated a new volunteering opportunity search system in conjunction with the Be Collective platform! This FREE platform allows organisations to manage their volunteers, create and update opportunities, run events and much more. It is also a highly user-friendly system and is suitable for any organisation involving volunteers. This document will provide a guide on how to create and add opportunities onto the Be Collective system.

Writing good volunteer role descriptions

Writing good volunteer opportunities and role descriptions should not be neglected. It is important that each opportunity is carefully developed as this will maximise success when it comes to recruitment. Information perceived as a barrier should be included and considered, as this can allow your potential volunteers to opt in or opt out at any stage, saving time further along in the process.

Be Collective allows you to create opportunities in a 5-step process (**Details → Type → Application → Brief → Share**). This is designed to ensure role descriptions are clear and attractive to your audience.

Important information

- ❖ If you are having any issues when creating opportunities, please contact us- info@volunteernow.co.uk
- ❖ There is a more comprehensive step-by-step guide for organisations. This focuses on utilising the wide range of Be Collective features. If you want to read this, it is available at the following link: <https://bit.ly/39w4iZW>

Adding Your Volunteering Opportunities

From your group Summary Page, click the Opportunities tab and then 'create new opportunity'

Note, at any time you can save your opportunity to continue editing at another time, or you can choose confirm at the final step of creating your opportunity. You can also create a duplicate of an existing opportunity if you are advertising the same opportunity in a different location - see next page.

If needed you can find a full guide on how to add your opportunities at the help centre: <https://help.becollective.com/en/article/how-do-i-create-an-opportunity>

DETAILS

Title of opportunity:

Use a descriptive, eye-catching title for the opportunity. Avoid generic opportunity titles such as 'Volunteer' or 'Help needed'.

Overview of the Role

The first few lines will be shown when the volunteer is searching for opportunities and then they will see the rest of the details when they click for more information. Your first few words should be attention grabbing. If your group pays travel / subsistence expenses, or has any other perks or restrictions, please state in this section. Make sure you state what the actual volunteer role is!

List the tasks and responsibilities

This section is also shown in the volunteer's social record.

Location

Where the opportunity is taking place – make sure you add a location for your opportunity as this is one of the search filters for volunteers.

'Additional location info' – if your location is hard to find, or you want to describe a location, you can add further details in here eg 'Our office is on the first floor just through the double doors'

Experience Gained

These fields are also shown on the volunteer's social profile. Fields selected should only be relevant to the particular volunteering opportunity. These are also used as one of the filters when volunteers are searching for opportunities.

Is this opportunity suitable for Children under 16

When a young person aged under 16 uses the opportunity search on www.volunteernow.co.uk they will only be shown opportunities suitable to them. If your opportunity is suitable for younger volunteers you will be asked what your

minimum age is, and if they need to be accompanied by an adult.

Contact Person

Who is the contact person for this opportunity? (Volunteers can see these contact details if they hover their cursor over the 'contact' when the opportunity is advertised on *Be Collective*)

Causes

Make sure you add causes as they are also used as one of the search filters. You can add as many as you wish, but they should only be relevant to the specific opportunity.

Opportunity is suitable for...

Would your opportunity be suitable for large groups, for people with limited English, for wheelchair users, etc? Please have a look and make your selection from the drop down list.

TYPE

Does this opportunity take place at the same times each week, for an hour or two every week/month or is it a one off activity? You can specify here days/times you need volunteers to help.

Please note, this section calculates volunteer hours in the reporting function of the platform, and the hours tally also shows on the volunteer's own record.

- *For more details about shifts visit the help centre: <https://help.becollective.com/en/im-a-volunteer-manager/opportunity-management>*
- *View more information about Scheduling & Rostering: <https://help.becollective.com/en/article/introducing-scheduling-and-rostering>*

APPLICATION

You can adapt your application form to suit your needs – make sure you don't ask the volunteer for more information than is necessary and that you comply with GDPR at all times.

Automatically approve applications?

You would normally leave this set to no – maybe the only exceptions would be for a large event you are recruiting volunteers for where you don't need to review each individual application.

For more details about the application form builder visit the help centre: <https://help.becollective.com/en/article/how-can-i-customise-my-opportunity-application-form>

BRIEF

Do you need to send your volunteers information before their volunteer role begins? For example, you can remind them to wear suitable clothing, where your meeting place is, etc,

You can also attach any documents you wish to send to the volunteer – maps, expenses forms, specific role description, etc.

You can only have 1 brief active at a time. If you were having an event and you've already sent out a brief a week before the event but needed to send another maybe the day before it takes place, you can change your brief and change the date to send.

For more information about volunteer briefs, visit the help centre:

<https://help.becollective.com/en/article/how-does-the-volunteer-brief-work>

SHARE

Can everyone on Be Collective apply for this opportunity?

Normally set this to 'yes'. The only time you would click 'no' would be if you want to share your opportunity ONLY with your own group members.

Endorse – Please make sure you **tick the box to share with Volunteer Now** so that your opportunity shows up in the opportunity search on www.volunteernow.co.uk

If you have set up your account via the link on www.volunteernow.co.uk, Volunteer Now should show in your list of partners.

If you haven't already partnered with Volunteer Now, go to our [profile page on Be Collective](#), click on the 3 dots to the right hand side and select 'request partnership'.

You can also request partnerships with other groups if you want to share opportunities etc with them.