Advertising your Roles

Registration

Go to our website:
http://www.vai.org.uk/volunteering/offer-volunteer-placements/
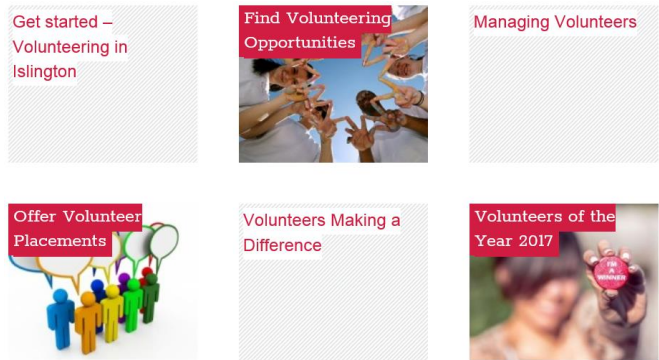
Click on '**Offer Volunteer Placements**'

on next page...

Click on: '**Register / Login**...

This will open the login / registration page in a new tab – see below.

Get started – Volunteering in Islington

Find Volunteering Opportunities

Managing Volunteers

Offer Volunteer Placements

Volunteers Making a Difference

Volunteers of the Year 2017

Register & Advertise your roles

To advertise your roles you will need to register or log in to Volunteer Conne
offered by the Volunteer Centre for community groups, charity, non-profit or
organisation.

Register / Login to advertise your volunteer roles

Click on the link for more information about Volunteer Connect

volunteer connect

Volunteer Centre Sheffield

Organisation Login

Username

This is the email address you used when signing up

Password

Login or register as a new user

Log In   Register

Forgotten Password

Already registered ?

If you've previously registered with Volunteer Connect:

- enter your username (email address) and password, and
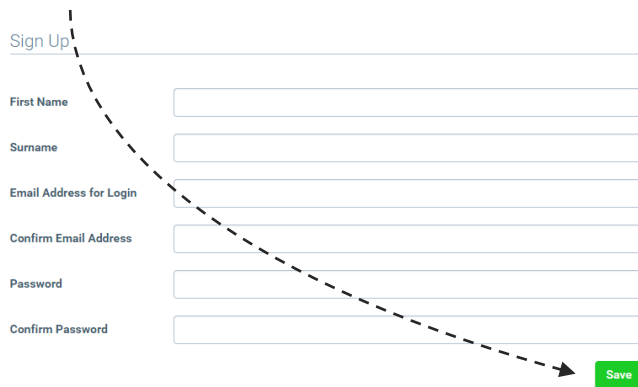- click **log in**

to see how you edit or add roles: go to pages 4 and 5

Not yet registered?

Click the **Register** button – brings up the *Sign Up* page

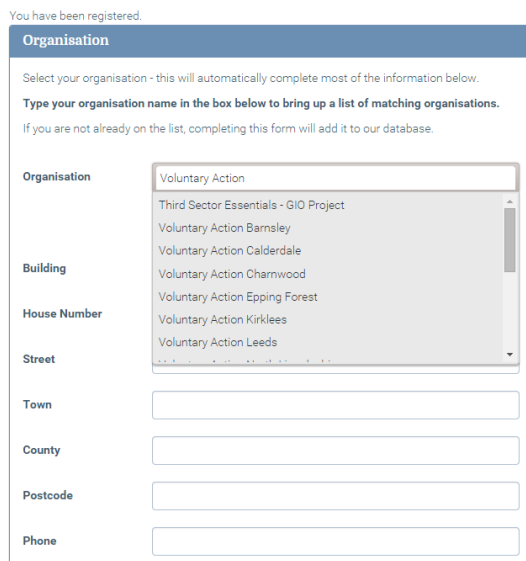Enter your name, surname, e-mail address & create a password (8-20 characters)

Click S*ave*

Next window: Organisation Profile

Organisation Profile You have been registered. **Organisation** Select your organisation - this will automatically complete most of the information below. **Type your organisation name in the box below to bring up a list of matching organisations.** If you are not already on the list, completing this form will add it to our database. Organisation — *Voluntary Action* Third Sector Essentials - GIO Project Voluntary Action Barnsley Voluntary Action Calderdale Voluntary Action Charnwood Voluntary Action Epping Forest Voluntary Action Kirklees Voluntary Action Leeds Building House Number Street Town County Postcode Phone	**Start to type in your organisation name:** - it will auto-complete if your organisation is already on our database – all the fields will then auto populate. Now review & update as needed. **Not aready on?** Complete all the fields: - **Contact details** of main contact point for your organisation - often *reception* or *admin* But not the contact for *volunteering*. NOTE - you can enter separate contact details for each role in 'add/edit roles' - **Aims and activities** of the organisation - **Client groups** your org works with - Areas of **interests** (cause / focus), that your organisation fits into. This will influence the search results when volunteers search for *their* 'areas of interest' Once this information is completed, click **Save.**

When you newly register you'll be notified by e-mail that your registration is pending and will be reviewed by Volunteer Centre Staff.

Once reviewed by the VC staff team you will receive an email confirming this.

Once your registration is reviewed & confirmed you will be able to:
- Add roles
- Search the Volunteer Bank & invite specific volunteers to apply for a role
- Edit your organisation profile
- Manage your password

The message you'll see when you register your organisation:

Details Saved

Your organisation details have been saved.

Your details are now awaiting approval by the Volunteer Centre.

You can enter details of your available volunteering roles.

You will receive an email when you have been approved. Following this, you will be able to view the Volunteer Bank to select volunteers for your roles.

[Edit organisation profile]

Once your registration has been approved by the Volunteer Centre you will receive an email confirming this.

When you next login you will be able to add and edit your roles.

Editing existing roles
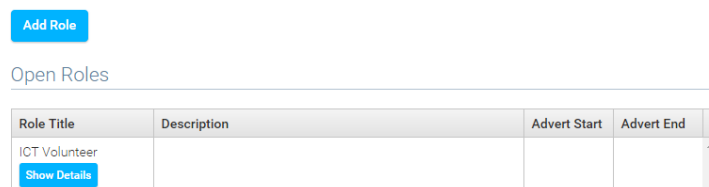
Click on **add/edit roles** on the menu bar

Edit Profile	Add Org	Add/Edit Roles	Volunteer Bank		Signed in as **Mike Lazenby**

To edit a role please:

click on the **show details** button under the role title

Here you can edit all the role details, contact details for the role and control the dates that the role will be advertised online. Please check

1. The advertising dates are correct.

2. The 'closed' button. Ticking the closed button will take a role off the website, leaving it open / un-ticked means the role will be advertised online.

3. Phone vs public phone:

   'phone' is only visible to VC / VAI staff

   'public phone' will be emailed to volunteers who register an interest in the role.

4. Contact e-mail: This will be emailed to volunteers who register an interest in the role and will also receive notification of all applications

5. There are some new fields which you can complete for each role these are:

   - Number of Volunteers required

   - How to find out more e.g. details of a recruitment drop in session

   - Skills required

   - Benefits from this role

6. Click save and the changes will be made automatically

Add a role or edit a role

Click on **add/edit roles** on the menu bar:

Edit Profile	Add Org	Add/Edit Roles	Volunteer Bank	Signed in as **Mike Lazenby**

This opens up the role management page, where you'll see:

- Blue horizontal strip with menu items
- [Add Role] *Add role* button
- *Open Roles* box: this lists any roles you have previously advertised & haven't deactivated (by ticking 'closed')
- *Past Roles* box: lists roles that are currently 'closed' (deactivated / not advertised)

To **Add a new role**	To **Edit an existing role**
click on *add role*	click on **show details** button (under role title)

To Add a new role

click on *add role*

Edit Profile	Add Org	Add/Edit Roles	Volunteer Bank

Managing your roles

[Add Role]

Open Roles

Role Title	Description
ICT Volunteer [Show Details]	
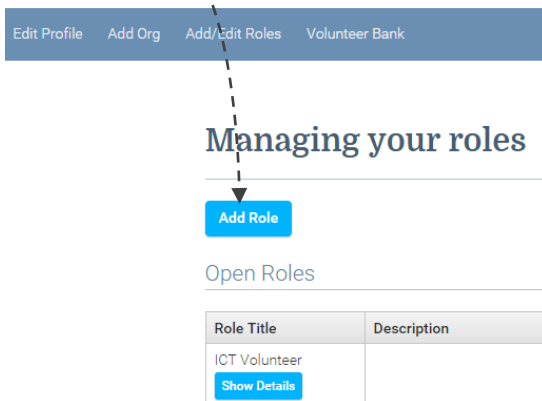
As you fill the role details, guidance is available: e.g. on *role titles* and *descriptions*

You will receive email acknowledgement of your newly added role, see example below
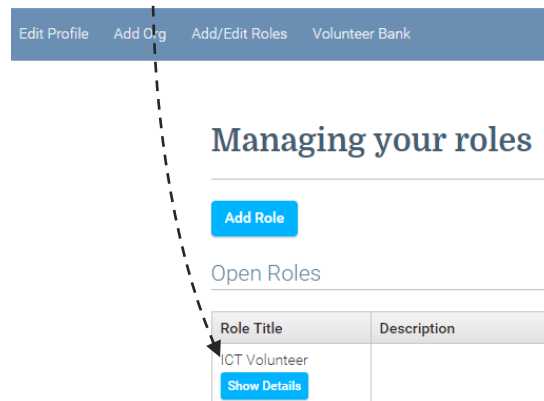**E-mail acknowledgement of your newly added role:**

Thank you for registering your Social Media volunteer role with us.
Within the next five working days we will:
- Check the role details
- Contact you if further information is needed
- Make edits & suggestions to improve the descriptions

To Edit an existing role

click on **show details** button (under role title)

Edit Profile	Add Org	Add/Edit Roles	Volunteer Bank

Managing your roles

[Add Role]

Open Roles

Role Title	Description
ICT Volunteer [Show Details]	

Now you can edit role descriptions, contact details & advertising dates. Please check:
1. Advertising dates (also edit start date)
2. The 'closed' tick box: tick this to take a role off the website, un-ticked to advertsie role.
3. *Phone* VS *public phone*:
   'phone' is only visible to VC / VAS staff
   'public phone' is made available to volunteers interested in the role.
4. Contact e-mail: is seen by volunteers who register an interest in the role. This inbox will also receive notification of all applications
5. Addition info for each role:
   - Number of Volunteers required
   - How to find out more e.g. details of a recruitment drop in session
   - Skills required

	- Benefits from this role **6. Save!**

Managing your Volunteer Contacts

Managing your Roles

When viewing a role you can view what stage you are at, in terms of contacting the volunteers.
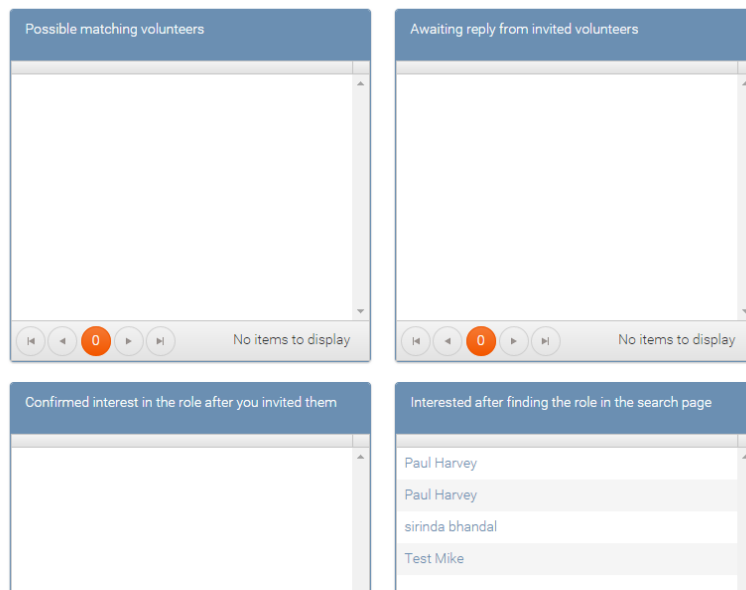
a. **Possible matching volunteers**

This lists volunteers potentially matched to your role; a volunteer may be matched due to skills they have, the causes they're interested in or activities they would like to undertake.

When people sign up and register with us, they can choose to be included in the Volunteer Bank. This means that if they are matched to a role by skill, availability or any other profile info, you are free to invite them to apply for your role.

b. **Awaiting reply from invited volunteers**

This is a list of volunteers from the 'Possible matching volunteers' who you have 'Invited to apply' and you are waiting for a response from them.

c. **Confirmed interest in the role after you invited them**
After inviting a potential volunteer, the volunteer can then confirm interest in this role. You will receive a message from them, it is then up to you to follow up and interview the volunteer.

d. **Interested after finding the role in the search page**
Volunteers who have searched for suitable opportunities through the Volunteer Centre website can register their interest in the role.

If you think the volunteer will be suitable you can 'Invite them to apply'.

Invite a volunteer to apply

You could first look in the Volunteer Bank and use the various filter criteria to identify a volunteer you think is an especially good match. You can then go into role record and find their name under 'Possible matching volunteers (the listing is drawn from the Volunteer Bank which lists volunteers who are happy to be invited to apply voluntary roles). If a volunteer is an especially good match:

- Find that volunteer to open & review their profile
- At the bottom of the page you enter a message to the volunteer and invite them to apply.

Scroll to the bottom and complete the **Invite volunteer to apply for** section.

Invite volunteer to apply for: Ambassador

Message To Volunteer

Invite to Apply   **Back**

After entering your text click **Invite to Apply.**