

How to register your interest in a volunteering opportunity in the NHS Volunteering service

This guide explains how to register your interest in a volunteering opportunity using the NHS Volunteering service.

Go to the [NHS Volunteering website](#) to search for volunteering opportunities with the NHS.

Use the **How to search for a volunteering opportunity using the NHS Volunteering service** guide to search for an opportunity.

Important: Recruiters can choose to redirect volunteers to register using their own system or forms. This guide covers what to do when the recruiter uses the NHS Volunteering service.

Contents

How to register your interest in a volunteering opportunity in the NHS Volunteering service	1
Register your interest using an opportunity advert	3
Apply for this opportunity – Before you start	4
What is your name?	5
What is your age?	6
Find your address	7
Select your address	8
What is your address?	9
What is your email address?	10
What is your phone number (optional)	11
Tell us about your availability	12
Tell us about any support you might need (optional)	13
Tell us why you want to become a volunteer	14
Check your answers before submitting your application	15
Application complete	16

Register your interest using an opportunity advert

Important: You must be on an opportunity advert on the NHS Volunteering website to follow these steps.

To register your interest:

1. Select the '[Apply for this opportunity](#)' button from the top or bottom of the page.

The screenshot displays the NHS Volunteering website interface for an opportunity advert. At the top, the NHS logo and 'Volunteering' text are visible. Below the header, there is a 'Go back' link and the title 'NHS Volunteering - test account - Walk and talk volunteer'. A closing date of 01 December 2024 is noted, along with a disclaimer that the organisation may close the opportunity at any time. A prominent green button with a '1' icon and the text 'Apply for this opportunity' is located below the introductory text. The main content area is divided into several sections: 'Summary' describing the role of supporting a mental health services team; 'Am I the right person for this?' detailing requirements like being friendly and 16 or over; 'Useful information about the opportunity' which includes a table of details such as date posted (19 September 2024), shifts available (8am to 1pm, Mondays to Fridays), reference number (VZBSA-7C3-HK3), role locations (Stella House Goldcrest Way, Newcastle upon Tyne), and support (Volunteer Team Manager); and 'What happens after you apply for this opportunity' explaining the registration process. At the bottom, there are two links: 'About NHS Volunteering - test account - updated_jen' and 'Who to contact if you have questions', followed by another 'Apply for this opportunity' button with a '1' icon.

NHS Volunteering

BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)

[Go back](#)

NHS Volunteering - test account - Walk and talk volunteer

The closing date for this opportunity is 01 December 2024.

The organisation may close this opportunity at any time based on their needs.

1 [Apply for this opportunity](#)

Summary

You will support our mental health services team with the running of the walk and talk activity.

You will encourage people to take part in this therapeutic and social activity. You will meet and greet people as they arrive and direct walkers along the designated route.

Am I the right person for this?

This opportunity will suit someone friendly, approachable and enthusiastic.

You don't need any previous experience, qualifications or training. You should have good people skills and enjoy the outdoors. You need to be reliable and be good at time keeping.

You need to be 16 or over to volunteer with us.

Useful information about the opportunity

Date posted:	19 September 2024
Shifts available:	Shifts are available from 8am to 1pm, Mondays to Fridays.
Reference Number:	VZBSA-7C3-HK3
Role locations:	STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY
Who will support you	Volunteer Team Manager

What happens after you apply for this opportunity

We'll get in touch with you when we review your registration. This might take 2 weeks.

After that, we will book in a chat to get to know you a bit more.

[About NHS Volunteering - test account - updated_jen](#)

[Who to contact if you have questions](#)

1 [Apply for this opportunity](#)

Apply for this opportunity – Before you start

Important: If the recruiter is using their own service or forms you will not see this page or be able to use this guide.

Before you start to apply for a volunteering opportunity:

1. Read the information you will be asked to give when applying.
2. Select the 'Go back to the opportunity page' to return to the advert. (Optional)
3. Select the [Start](#) button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a 'BETA' banner encourages users to provide feedback. A 'Go back' link is visible. The main heading is 'Apply for this opportunity', followed by a sub-heading explaining the form's purpose. A vertical blue bar highlights key information: 'You will not need to create an account.' and 'You must fill out the form in a single session. You will not be able to save your progress.' The 'Before you start' section lists requirements for the application, including personal details, availability, reasons for volunteering, and support needs. A note states the form should take about 15 minutes. A section titled 'If you need help with the application' provides instructions to contact the organization. A large green 'Start' button is prominently displayed. The footer contains links for help and support, privacy, and cookies, along with a sign-in link and copyright information.

NHS Volunteering

BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)

[Go back](#)

Apply for this opportunity

Use this form to apply for a volunteering opportunity with an NHS organisation based in England.

You will not need to create an account.

You must fill out the form in a single session. You will not be able to save your progress.

Before you start

We will ask you for:

- your personal and contact details
- your availability
- 1 • a statement about your reasons for volunteering
- any support you might need

The form should take you around 15 minutes to complete

If you need help with the application

- 2 [Go back to the opportunity page](#) and contact the organisation to discuss what support is available. They might offer paper forms or help you complete the online form.

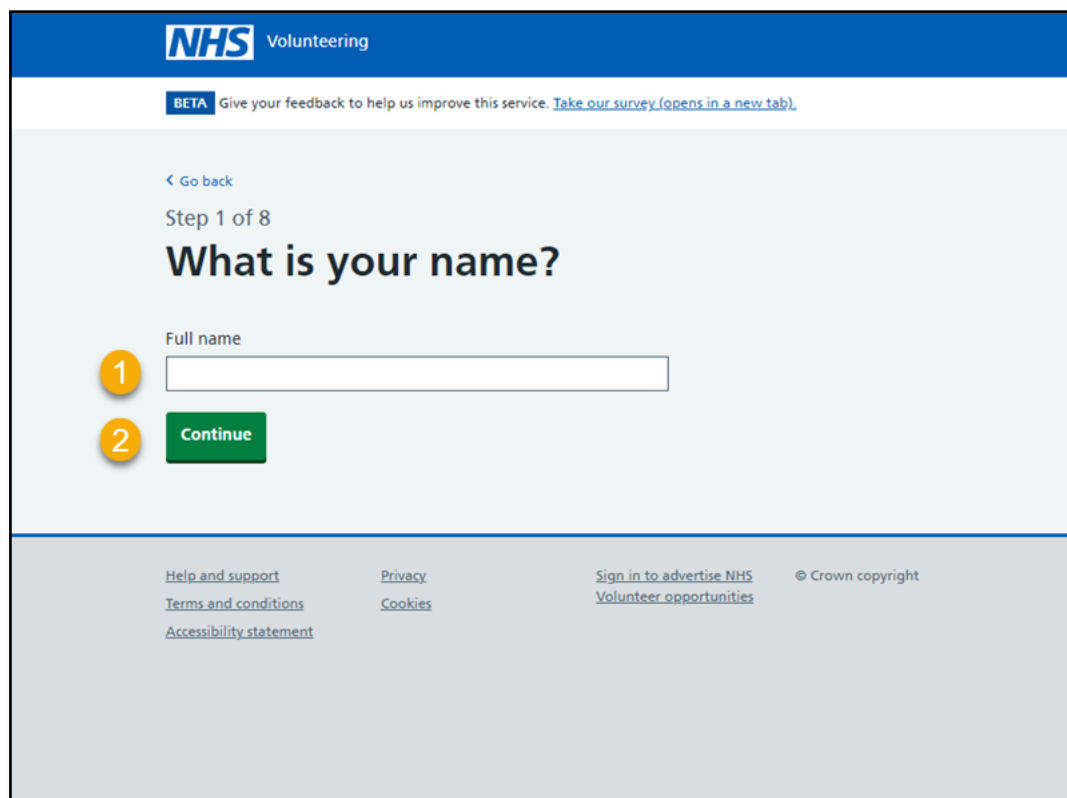
3 [Start](#)

[Help and support](#) [Privacy](#) [Sign in to advertise NHS](#) © Crown copyright
[Terms and conditions](#) [Cookies](#) [Volunteer opportunities](#)

What is your name?

To provide your name:

1. Enter your name into the **Full name** text box.
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white banner contains the text 'BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)'. The main content area is light blue and features a 'Go back' link, 'Step 1 of 8', and the title 'What is your name?'. A text input field labeled 'Full name' is present, with a yellow circle containing the number '1' next to it. Below the input field is a green 'Continue' button, with a yellow circle containing the number '2' next to it. The footer is a grey bar containing links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

What is your age?

To provide your age:

1. Select the correct button from the choices of:
 - Under 16 years
 - 16 to 17
 - 18 to 20
 - 21 years and over
 - Prefer not to say
2. Select the ['Continue'](#) button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white banner contains the text 'BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)'. The main content area is light blue and features a '< Go back' link, 'Step 2 of 8', and the title 'What is your age?'. A message states: 'We will only use this information to find the right opportunity for you.' There are five radio button options: 'Under 16 years', '16 to 17', '18 to 20', '21 years and over', and 'or Prefer not to say'. A yellow circle with the number '1' is positioned to the left of the '16 to 17' option. Below these options is a green 'Continue' button with a yellow circle containing the number '2' to its left. The footer is a grey bar with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

Find your address

To find your address:

1. Enter your house number or house name in the **House number or name** text box.
2. Enter your postcode in the **UK postcode** text box.
3. Select the '[Find address](#)' button.
Or
4. Select the '[Enter my address manually](#)' link.
Or
5. Select the '[Go back to the opportunity page](#)' link to find the recruiter contact details if you don't have a fixed address.

NHS Volunteering

BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).

[Go back](#)

Step 3 of 8

Find your address

House number or name
For example, 12 or Flat 8B

1

UK postcode
For example, LS2 7UE

2

4 [Enter my address manually](#)

5 [Go back to the opportunity page](#) and contact the organisation to discuss your options.

3 [Find address](#)

[Help and support](#) [Privacy](#) [Sign in to advertise NHS](#) © Crown copyright
[Terms and conditions](#) [Cookies](#) [Volunteer opportunities](#)
[Accessibility statement](#)

Select your address

Important: You'll only see this page if you've searched for an address.

To confirm the address from the postcode search results, complete the following steps:

1. Select an option:
 - ['Address returned in list'](#).Or
 - ['My address is not on this list'](#).
2. Select the 'Continue' button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, there is a white banner with a 'BETA' label and a message: 'Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).' Below the banner, there is a light blue background with a '< Go back' link and 'Step 3 of 8' text. The main heading is 'Select your address'. Below this, it says '1 addresses found for '2' and '1''. Underneath, there is a section titled 'Select one option' with two radio button options: '2' and 'My address is not on this list'. A green 'Continue' button is positioned below the second option. At the bottom of the page, there is a grey footer with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

What is your address?

Important: You'll only see this page if you've chosen to manually add the address, or the address was not on the list.

To confirm the job location from the postcode search results, complete the following steps:

1. Enter the details of the address in the following text boxes:
 - 'Address line 1'.
 - 'Address line 2' (optional).
 - 'Town or city'.
 - 'County' (optional).
 - 'Postcode'.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a blue banner contains the text 'BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)'. The main content area is light blue and features a 'Go back' link, the text 'Step 3 of 8', and the title 'What is your address?'. The form consists of several text input fields: 'Address line 1', 'Address line 2 (optional)', 'Town or city', 'County (optional)', and 'Postcode'. A yellow circle with the number '1' is positioned to the left of the 'Town or city' field. Below the 'Postcode' field, there is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, there is a grey footer with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

What is your email address?

To provide your email address:

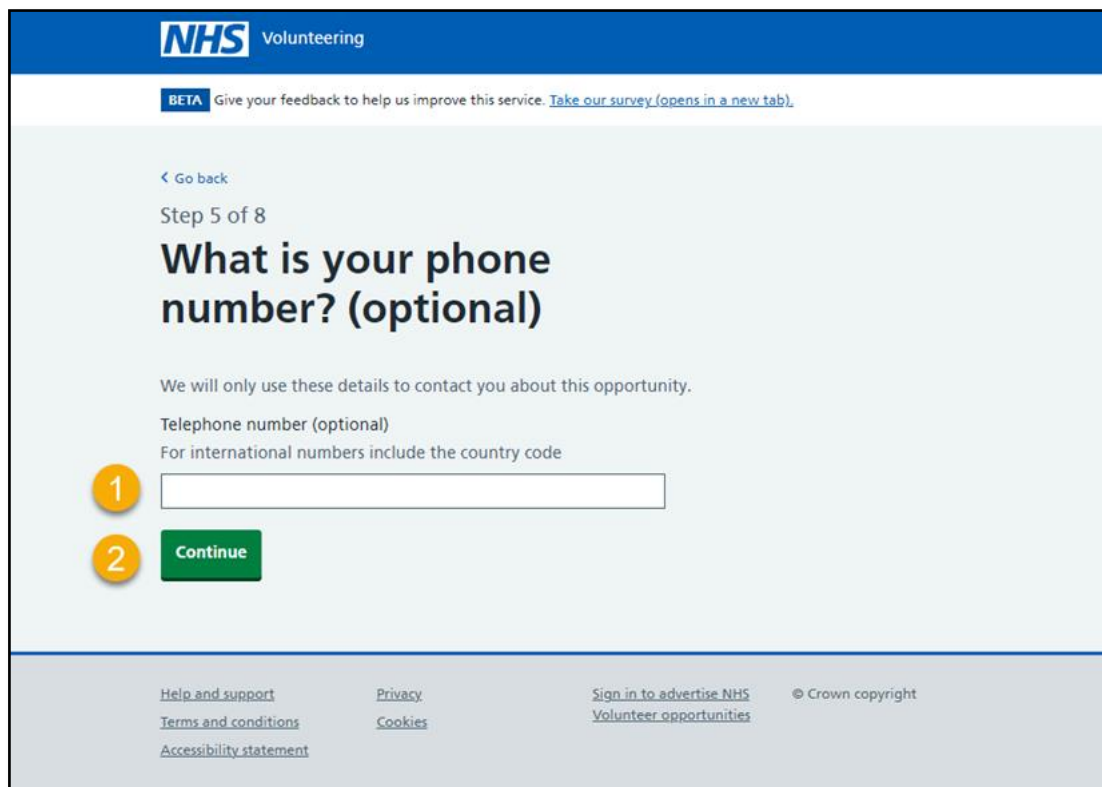
1. Select the '[Go back to the opportunity page](#)' link to find the recruiter contact details if you don't have an email address.
Or
2. Enter your email address into the **Email address** text box.
3. Re-enter your email address into the **Confirm email address** text box.
4. Select the '[Continue](#)' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white banner contains the text 'BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)'. The main content area is light blue and features a 'Go back' link, 'Step 4 of 8', and the title 'What is your email address?'. A sub-header states 'We will only use these details to contact you about this opportunity.' Below this, a yellow box highlights the instruction 'If you don't have an email address'. A numbered list follows: 1. 'Go back to the opportunity page' and contact the organisation to discuss what support is available. They might offer paper forms or help you complete the online form. 2. 'Email address' text box. 3. 'Confirm email address' text box. 4. 'Continue' button. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

What is your phone number (optional)

To provide your telephone number:

1. Enter your telephone number into the **Telephone number** text box. (Optional)
2. Select the [Continue](#) button.



The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a blue banner contains the text 'BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)'. The main content area is light blue and features a 'Go back' link, the text 'Step 5 of 8', and the title 'What is your phone number? (optional)'. Below the title, there is a statement: 'We will only use these details to contact you about this opportunity.' followed by 'Telephone number (optional)' and 'For international numbers include the country code'. A text input field is present, with a yellow circle containing the number '1' next to it. Below the input field is a green 'Continue' button, with a yellow circle containing the number '2' next to it. At the bottom of the page, there is a grey footer with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

Tip: Entering a telephone number is optional. You can select the 'Continue' button without adding any information.

Tell us about your availability

To tell the recruiter about your availability:

1. Enter the availability you have in the **Tell us about your availability** text box.
2. Select the [Continue](#) button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white banner contains a 'BETA' label and a link to 'Take our survey (opens in a new tab)'. The main content area is light blue and features a 'Go back' link, the text 'Step 6 of 8', and the title 'Tell us about your availability'. A paragraph of instructions asks the user to include days and times of availability, with an example: 'every Thursday and Friday from 10 am to 1 pm'. Below this is a text input field with a '1' in a yellow circle to its left. Underneath the field, it says 'You have 500 characters remaining.' To the left of the 'Continue' button is a '2' in a yellow circle. The footer is grey and contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

Tell us about any support you might need (optional)

To tell the recruiter about any support you need:

1. Read the guidance about the sorts of information you can tell the recruiter about.
2. Enter the support you need in the **Tell us about what support you need** text box. (Optional)
3. Select the [Continue](#) button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering'. Below the header, a 'BETA' banner encourages users to provide feedback. The main content area is light blue and contains a 'Go back' link, the step indicator 'Step 7 of 8', and the title 'Tell us about any support you might need (optional)'. A disclaimer states that the information will be used for support needs. A box titled 'Tell us if you' lists four bullet points: 'Prefer to have someone you know with you', 'Might find it difficult to prove your identity or address', 'May need an interpreter or prefer to talk on the phone', and 'Need any other help in your volunteering role'. Below this is a text input field with a yellow border, labeled 'Tell us about what support you need (optional)', with a character count of 'You have 500 characters remaining.' A green 'Continue' button is positioned below the text box. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS', 'Volunteer opportunities', and '© Crown copyright'.

Tip: Adding information about any support you need is optional. You can select the 'Continue' button without adding any information.

Tell us why you want to become a volunteer

To tell the recruiter why you want to become a volunteer:

1. Read the guidance about the sorts of information you should tell the recruiter about.
2. Read the tips on how to write your answer.
3. Enter your information in the **Tell us why you want to become a volunteer** text box.
4. Select the '[Continue](#)' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text. Below the header, a 'BETA' badge and a survey link are visible. The main content area is titled 'Tell us why you want to become a volunteer' and is part of 'Step 8 of 8'. It includes a 'Tell us about' section with three checklist items: 'What makes you a good volunteer', 'What experience you bring to this opportunity', and 'Your interests and hobbies'. A second section, 'Tips on how to write your answer', provides three guidelines: 'Keep it informal - this is your moment to show your qualities and character', 'Break your answer into shorter sentences', and 'Keep it short and simple - it shouldn't feel like writing a job application'. A link for help is provided below the tips. The main text input area is labeled 'Tell us why you want to become a volunteer' and contains a rich text editor with bold and bulleted list icons. A character count indicates 'You have 500 characters remaining.' A green 'Continue' button is located at the bottom of the form. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS Volunteer opportunities', and '© Crown copyright'.

Tip: You can add up to 500 characters in the text box. You can also use the icons in the text box to add bold or bulleted lists.

Check your answers before submitting your application

To check your answers and submit your application:

1. Select the relevant 'Change' link to update any information that is not correct.
2. Read the information and use the 'terms and conditions' and 'privacy policy' links in the declaration box.
3. Select the 'tick box' to confirm you understand and agree with the statements in the declaration box.
4. Select the '[Send application](#)' button.

NHS Volunteering

BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)

[< Go back](#)

Check your answers before sending your application

Personal details

Name	TEST APPLICANT	Change
Age	Prefer not to say	Change
Address	2 DI NI NI	Change
Email address	test.user@email.com	Change
Phone number	0777777777	Change

Your answers

Your availability	I am available every weekend and on any two mornings per week up until 11am.	Change
Support needed		Change
Why you want to volunteer	I would like to give back to my community.	Change

Declaration

I confirm that:

- I have read, understood and accept the [terms and conditions](#) and the [privacy policy](#)
- the information I have provided is true and correct to the best of my knowledge

I understand and agree with the above statements

2
3
4

Send application

[Help and support](#)
[Terms and conditions](#)
[Accessibility statement](#)

[Privacy](#)
[Cookies](#)

[Sign in to advertise NHS](#)
[Volunteer opportunities](#)

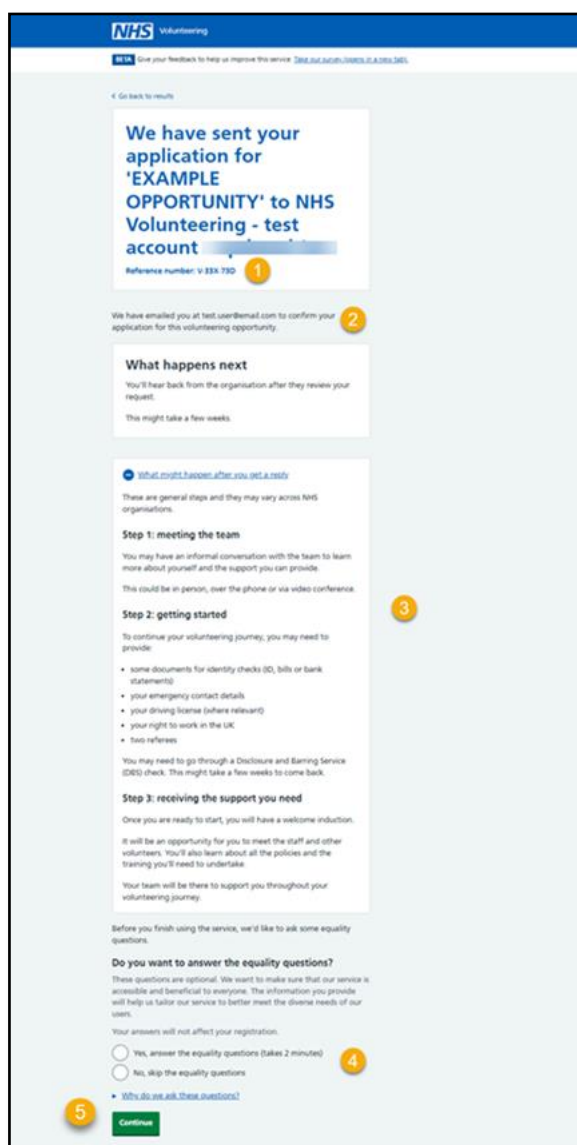
© Crown copyright

Application complete

This page confirms that the recruiting organisation have received your details.

The information and steps to follow on this page:

1. This shows the unique reference number for your application.
2. This shows the email address that confirmation of your application has gone to.
3. This shows information about what might happen next.
4. Select an option:
 - 'Yes, answer the equality questions (takes 2 minutes)'
 - Or
 - 'No, skip these questions'
5. Select the 'Continue' button to confirm your answer.



You've reached the end of this user guide.