

## How to create and publish an NHS Volunteering opportunity

This guide explains how to create and publish an NHS Volunteering opportunity in the NHS Volunteering service.

Sign in to the [NHS Volunteering service](#) to access your account and follow the instructions in this guide.

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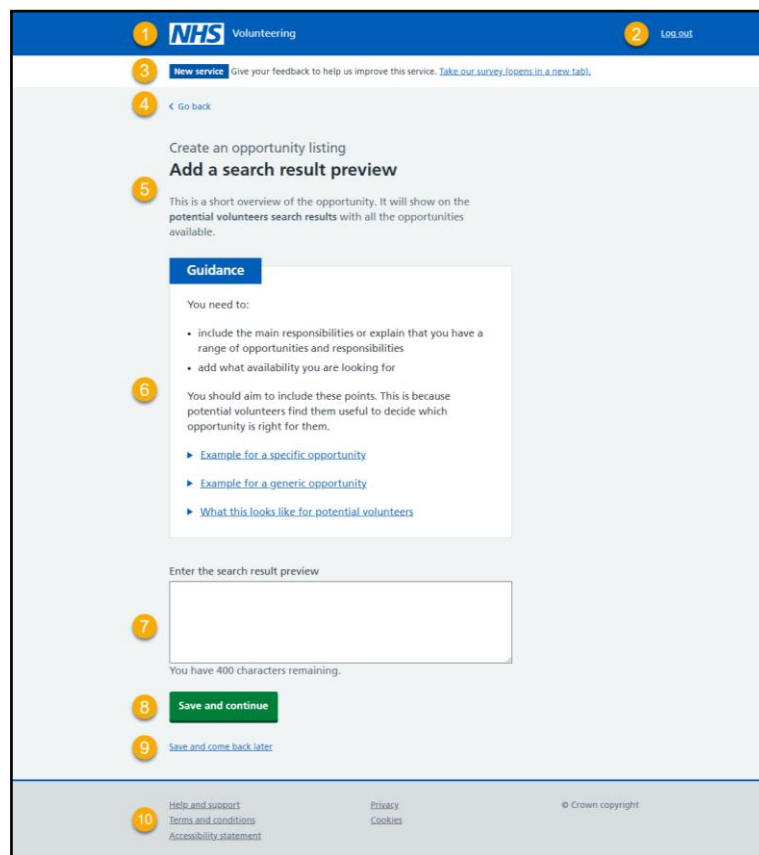
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## Using the NHS Volunteering Service

This page provides an overview of how to use the NHS Volunteering service when creating an opportunity.

**Important:** Not every page will have all the options below.

1. Select the '**NHS Volunteering**' logo to return to the dashboard.
2. Select the '**Log out**' link to log out of your NHS Volunteering account.
3. Select the '**Take our survey**' link to provide feedback on the service.
4. Select the '**Go back**' link to return to the previous page.
5. A title and explanation of the details required is at the top of each page.
6. Guidance and example text is available using the links in the 'Guidance' section on each page.
7. You will add the information to text boxes or select available options on each page.
8. Select the '**Save and continue**' button to save your information and continue to the next page.
9. Select the '**Save and come back later**' link to save your progress so far and return to the opportunity task list.
10. Use the links at the bottom of the page to access help and support or view our terms and conditions, Accessibility statement, Privacy policy and Cookies policy.



**Tip:** When using the 'Save and come back later' link you must add the information required on that page.

## Start creating an opportunity to advertise and publish

**Important:** You must be signed into your NHS Volunteering account and on the 'Your Dashboard' page.

To start creating an opportunity to advertise, complete the following step:

1. Select the '[Advertise an opportunity](#)' button.

**NHS** Volunteering [Log out](#)

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

### NHS Volunteering Your Dashboard

With your dashboard you can:

- create new volunteer listings
- save draft listings to come back to later
- review applications for each of your opportunities
- edit certain details of your listing such as the closing date or application limit
- reuse a listing
- view your listings
- close live listings

Your organisation is NHS Volunteering - test account - updated Jen

[View your organisation's details](#)

[View your organisation's opportunities \(opens in a new tab\)](#)

**Advertise an opportunity** 1

#### Your listings

Title	Date created	Closing date	Applications received	Status
<a href="#">Walk and Talk Volunteer</a> VZBSA-86B-T39	19 November 2024	31 December 2024	Not started	<span style="background-color: yellow; border: 1px solid black; padding: 2px;">Draft</span>

## Advertise an opportunity information

To confirm you want to start creating an opportunity, complete the following steps:

1. Read the on-screen information to ensure you have all the information you will need.
2. Select the '[Start](#)' button.

**NHS** Volunteering Log out

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

[Go back](#)

## Advertise your volunteering opportunities

You can use this service if you want to:

- advertise your opportunities and receive applications through NHS Volunteering
- advertise your opportunities and link to application forms on existing systems

You can advertise either:

- one or more specific opportunities
- a generic listing for all your opportunities

We refer to 'specific opportunity' to describe an opportunity with a defined title, requirements and responsibilities.

A 'generic opportunity' is a broader listing that doesn't provide as much detail and it can include a range of opportunities.

### The process

The information you enter will create a listing that potential volunteers will see when the search for an opportunity.

To advertise an opportunity, you will need to complete the following sections:

- 1. add a preview**

This is what potential volunteers will see first when they search for opportunities.
- 2. fill in the listing**

You will add:

  - a summary
  - the details of the type of person you are looking for
  - an overview of your application process
  - one or more locations, or select if this is a remote opportunity
  - the availability you need
  - the contact details where you want to receive queries about the opportunity
- 3. select the application settings**

You can decide if you want to receive applications through this service or through an external link.

You can set a closing date for this listing.

### Reviewing and making changes

You can save your progress and continue later.

Once you publish the listing, you can still change the closing date.

[Start](#) **2**

## Enter a title for the opportunity listing

To add an opportunity title for your listing, complete the following steps:

1. Select the guidance link to view how the information will look to volunteers (optional).
2. Enter the opportunity title in the **Enter a title** text box.
3. Select the [Continue](#) button.

NHS Volunteering [Log out](#)

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

[Go back](#)

### Enter a title for the opportunity listing

**Guidance**

You should write your title like this:

- Walk and talk volunteer - if the listing is for a specific opportunity
- Volunteer at St James's Hospital - if this is a generic listing for all your opportunities

Your organisation's name and the locations will show below the title. You will add these details later.

▶ [What this looks like for potential volunteers](#) 1

Enter a title

 2

[Continue](#) 3

[Help and support](#) [Privacy](#) © Crown copyright  
[Terms and conditions](#) [Cookies](#)  
[Accessibility statement](#)

**Tip:** When you select continue, you'll be taken to the **opportunity task list**.

## Opportunity task list

**Important:** You can amend a 'completed' section by selecting the relevant link.

To complete or amend details, complete the following steps:

1. Select the ['Add a title'](#) link.
2. Select the ['Add a search result preview'](#) link.
3. Select the ['Add a summary'](#) link.
4. Select the ['Specify the person you are looking for'](#) link.
5. Select the ['Add an overview of the application process'](#) link.
6. Select the ['Add who will support the volunteer'](#) link.
7. Select the ['Add locations'](#) link.
8. Select the ['Add availability requirements'](#) link.
9. Select the ['Set the contact details'](#) link.
10. Select the ['Decide how you want to receive applications'](#) link.
11. Select the ['Set a closing date'](#) link.
12. Select the ['Check your answers'](#) link.
13. Select the ['Delete listing'](#) button (Optional).

The screenshot shows the NHS Volunteering interface for creating a 'Walk and talk Volunteer' listing. The page is titled 'Walk and talk Volunteer' with a 'Draft' label. It includes a reference number 'VZBSA2-RD7-TTC' and instructions: 'You can save your progress and return to it later. You need to complete all tasks before you can advertise your opportunity.' A warning states: 'After you have finished editing and updating your listing make sure you check and re-submit your answers in section 4. If you do not check and re-submit your answers the edits you have made will not be saved.'

The progress bar consists of the following steps:

- 1. **Setting up a listing**
  - 1. Add a title (Completed)
- 2. **Create an opportunity listing**
  - 2. Add a search result preview (Not started)
  - 3. Add a summary (Not started)
  - 4. Specify the person you are looking for (Not started)
  - 5. Add an overview of the application process (Not started)
  - 6. Add who will support the volunteer (Not started)
  - 7. Add locations (Not started)
  - 8. Add availability requirements (Not started)
  - 9. Set the contact details (Not started)
- 3. **Select application settings**
  - 10. Decide how you want to receive applications (Not started)
  - 11. Set a closing date (Not started)
- 4. **Publish the listing**
  - 12. Check your answers (Cannot start yet)
  - 13. Delete listing (Cannot start yet)

At the bottom of the page, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links and a copyright notice.

**Tip:** You can't 'Check your answers' before completing all other sections.

## Add a search result preview

To add the search result preview, complete the following steps:

1. Select the guidance links to view example text (optional).
2. Enter the details in the **Enter the search result preview** text box.
3. Add bold and bulleted lists to your details (optional).
4. Select the '[Save and continue](#)' button.

**NHS** Volunteering [Log out](#)

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

[Go back](#)

### Create an opportunity listing

## Add a search result preview

This is a short overview of the opportunity. It will show on the **potential volunteers search results** with all the opportunities available.

**Guidance**

You need to:

- include the main responsibilities or explain that you have a range of opportunities and responsibilities
- add what availability you are looking for

You should aim to include these points. This is because potential volunteers find them useful to decide which opportunity is right for them.

- ▶ [Example for a specific opportunity](#)
- ▶ [Example for a generic opportunity](#)
- ▶ [What this looks like for potential volunteers](#)

Enter the search result preview

**B** ☰

You have 400 characters remaining.

**4** [Save and continue](#)

[Save and come back later](#)

---

[Help and support](#)      [Privacy](#)      © Crown copyright  
[Terms and conditions](#)      [Cookies](#)  
[Accessibility statement](#)

**Tip:** The search result preview is a brief overview and can be a maximum of 400 characters.



## Add a summary

To add the summary, complete the following steps:

1. Select the guidance links to view example text (optional).
2. Enter the details in the **Enter a summary** text box.
3. Add bold and bulleted lists to your details (optional).
4. Select the '[Save and continue](#)' button.

**NHS** Volunteering [Log out](#)

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

[Go back](#)

### Create an opportunity listing

## Add a summary

This will show on the opportunity listing under **summary**.

**Guidance**

You need to:

- include an overview of the opportunity and the main tasks involved - if the listing is for a specific opportunity
- write about the range of opportunities you offer - if the listing is for a generic opportunity

You do not need to add any information on your organisation. These are pre-populated and will show on the listing.

[▶ Example for a specific opportunity](#)

[▶ Example for a generic opportunity](#)

Enter the summary

**B** ☰

You have 1000 characters remaining.

**Save and continue**

[Save and come back later](#)

[Help and support](#)      [Privacy](#)      © Crown copyright  
[Terms and conditions](#)      [Cookies](#)

**Tip:** The summary can be a maximum of 1000 characters.

## Specify the type of person you are looking for

To add the details of the type of person you are looking for, complete the following steps:

1. Select the guidance links to view example text (optional).
2. Enter the details in the **Enter what type of person you are looking for** text box.
3. Add bold and bulleted lists to your details (optional).
4. Select the '[Save and continue](#)' button.

**NHS** Volunteering Log out

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

[Go back](#)

### Create an opportunity listing

## Specify the type of person you are looking for

This will show on the opportunity listing under **am I the right person for this?**

**Guidance**

You need to include:

- any required experience, qualification or training
- the type of person you are looking for
- any age limitations

**1** Consider how you can make the service accessible to all

You should include if:

- there is anything that might impact people with access needs such as walking or standing up for long hours
- any required access to an electronic device and the level of skills needed

▶ [Example for all types of opportunities](#)

Enter what type of person you are looking for

**2**

**3**

**4** [Save and continue](#)

You have 1000 characters remaining.

[Save and come back later](#)

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[Terms and conditions](#) [Cookies](#)  
[Accessibility statement](#)

**Tip:** The type of person you are looking for details can be a maximum of 1000 characters.

## Add an overview of the application process

To add an overview of the application process, complete the following steps:

1. Select the guidance links to view example text (optional).
2. Enter the details in the **add the overview of the application process** text box.
3. Add bold and bulleted lists to your details (optional).
4. Select the '[Save and continue](#)' button.

**NHS** Volunteering [Log out](#)

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

[Go back](#)

### Create an opportunity listing

## Add an overview of the application process

This will show on the opportunity listing under **what happens after you register with us**.

**Guidance**

You need to include:

- how and when you'll get in touch with the applicant
- what happens after
- a list of the checks they will have to go through

1 [Example for a specific opportunity](#)

2 [Example for a generic opportunity](#)

3 [Example if you recruit in cohorts or at specific times](#)

4 [Examples of checks for all types of opportunities](#)

2 Add the overview of the application process

B [Rich text editor toolbar]

3

You have 1000 characters remaining.

4 [Save and continue](#)

[Save and come back later](#)

[Help and support](#) [Terms and conditions](#) [Accessibility statement](#) [Privacy](#) [Cookies](#) © Crown copyright

**Tip:** The overview of your application process details can be a maximum of 1000 characters.

## Who will the volunteer report to?

To add the details of who the volunteer will report to, complete the following steps:

1. Enter the details in the **Enter a job title** text box.
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, there is a 'New service' section with a feedback link. The main content area is titled 'Create an opportunity listing' and 'Who will the volunteer report to?'. It includes a 'Guidance' box with instructions on how to enter a job title. Below the guidance, there is a text input field labeled 'Enter a job title' with a '1' in a yellow circle next to it. Below the input field is a green 'Save and continue' button with a '2' in a yellow circle next to it. There is also a link for 'Save and come back later'. At the bottom, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a copyright notice.

**Tip:** This can be the name of the person or a job title.

## Is this opportunity remote?

To confirm if the opportunity is remote, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Create an opportunity listing' and 'Is this opportunity remote?'. It asks the user to 'Select one option' and provides two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' option. Below the radio buttons is a green 'Save and continue' button with a yellow circle and the number '2' next to it. A link for 'Save and come back later' is also present. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', as well as 'Privacy' and 'Cookies' links, and a copyright notice.

**Tip:** If you choose that the opportunity is remote, you won't add a location. Remote opportunities will always appear in volunteer search results.

## Add a location

**Important:** You won't add location information if you chose that the opportunity is remote.

To confirm how you want to add the location, complete the following steps:

1. To **search for the address**, enter the building number or name and postcode in the text boxes.
2. Select the ['Find address'](#) button.
3. To **add the address manually**, select the ['Enter my address manually'](#) link.

The screenshot shows the NHS Volunteering 'Add a location' page. At the top, there is a blue header with the NHS logo, 'Volunteering', and a 'Log out' link. Below the header is a 'New service' banner with a feedback link. The main content area is titled 'Create an opportunity listing' and 'Add a location'. A 'Guidance' box states: 'For multiple locations, you can add them one at a time after your first location.' The form includes a text input for 'Building number or name' (example: 12 or AA surgery), a text input for 'Postcode' (example: LS2 7UE), a link for 'Enter my address manually', and a green 'Find address' button. The page footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice.

## Select an address

**Important:** You'll only see this page if you've searched for a job location address.

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

1. Select an answer:
  - ['Address returned in list'](#).
  - ['The address is not on this list'](#).
2. Select the 'Save and continue' button.

**NHS** Volunteering [Log out](#)

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

[Go back](#)

Create an opportunity listing

### Select an address

1 addresses found for '152' and 'NE1 6SN'

Select one option

1 PRESCRIPTION PRICING DIVISION, 152 PILGRIM STREET,  
NEWCASTLE UPON TYNE, NE1 6SN

or

2 The address is not on this list

[Save and come back later](#)

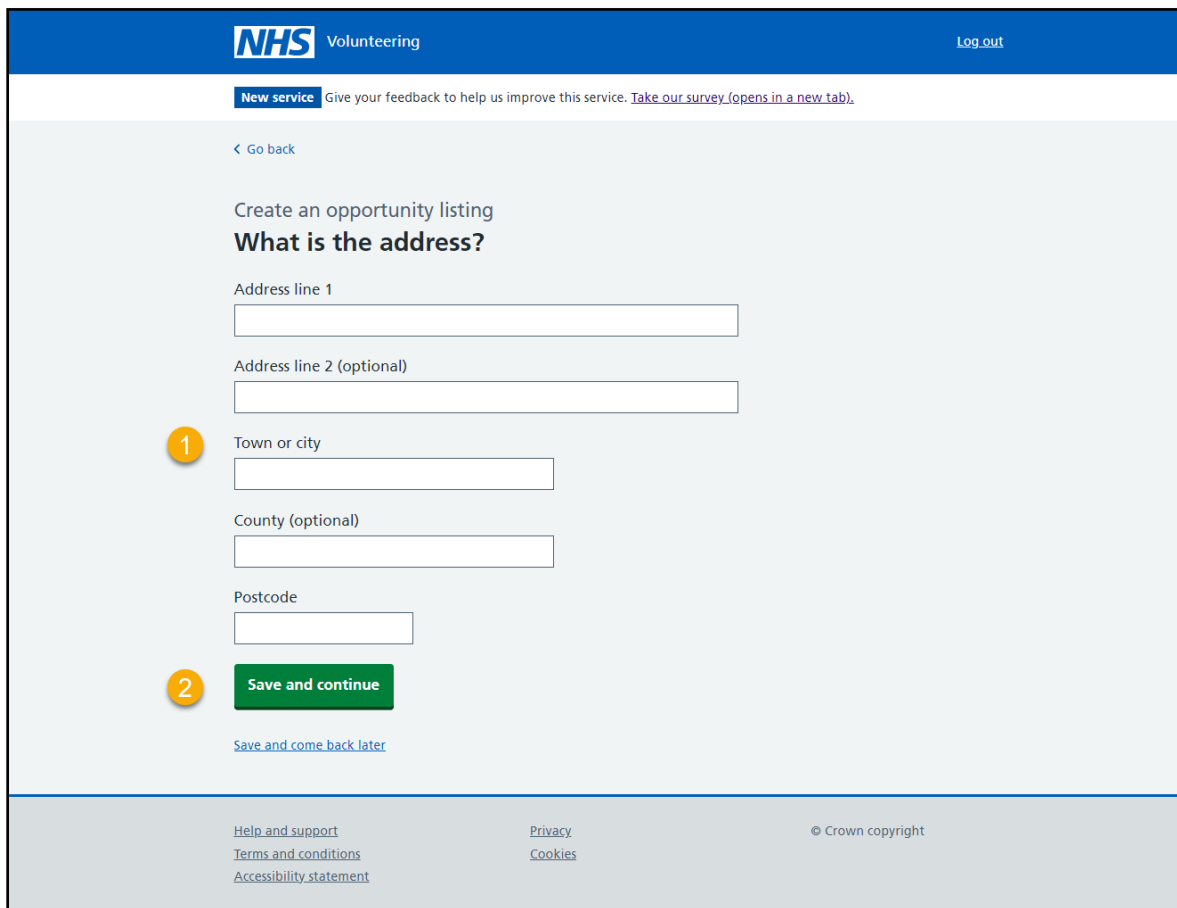
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[Accessibility statement](#)

## What is the address?

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

To enter the job location manually, 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 '[Save and 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, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Create an opportunity listing' and 'What is the address?'. It contains several text input fields: 'Address line 1', 'Address line 2 (optional)', 'Town or city' (marked with a '1' in a yellow circle), 'County (optional)', and 'Postcode'. A green 'Save and continue' button (marked with a '2' in a yellow circle) is positioned below the 'Postcode' field. A link for 'Save and come back later' is located below the button. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a '© Crown copyright' notice.

**Tip:** The address must have a valid post code.



## Check locations

To change, remove or add more locations for the opportunity, complete the following steps:

1. To change an opportunity location, select the '[Change](#)' link.
2. To remove an opportunity location, select the '[Remove](#)' link.
3. Select whether to add another location for the opportunity.
  - '[Yes](#)'
  - '[No](#)'
4. Select the 'Save and continue' button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Create an opportunity listing' and 'Check locations'. It displays a single location entry: 'Location 1' with the address '152 PILGRIM STREET, NEWCASTLE UPON TYNE, NE1 6SN'. To the right of the address are two yellow circular icons with numbers 1 and 2, and links for 'Change' and 'Remove'. Below this, a question asks 'Do you want to add another location for this opportunity?'. A note states 'All locations will show on the same opportunity listing.' There are two radio button options: 'Yes' (with a yellow circle containing the number 3) and 'No'. A green 'Save and continue' button (with a yellow circle containing the number 4) is positioned below the radio buttons. A blue link 'Save and come back later' is located at the bottom of the form area. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement' on the left, and 'Privacy' and 'Cookies' on the right, along with the text '© Crown copyright'.

**Tip:** If all addresses are removed you will be returned to the 'Is this opportunity remote?' page.

## What availability are you looking for?

To add the availability requirements, complete the following steps:

1. Select the guidance links to view example text (optional).
2. Enter the details in the **Enter the availability** text box.
3. Add bold and bulleted lists to your details (optional).
4. Select the '[Save and continue](#)' button.

**NHS** Volunteering [Log out](#)

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

[Go back](#)

Create an opportunity listing

### What availability are you looking for?

This will show on the **opportunity listing**.

**Guidance**

You need to include:

- the hour slots available and the duration of shifts
- any available days
- if there are many shifts available

If you want to include your requirements for time commitment, you should:

- show that you welcome everyone to volunteer
- try not to use language that might discourage potential volunteers from applying
- show that the length of time they volunteer can fit around their needs

▶ [Examples for all types of opportunities](#)

Enter the availability

**B** ☰

You have 300 characters remaining.

**Save and continue**

[Save and come back later](#)

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[Terms and conditions](#)      [Cookies](#)  
[Accessibility statement](#)

**Tip:** The availability requirements can be a maximum of 300 characters.

## Are these contact details correct for this listing?

To confirm if the contact details are correct, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No, I want to change them’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Create an opportunity listing' and asks 'Are these contact details correct for this listing?'. It explains that these details will be used for enquiries. A white box displays the contact information: 'Contact: Wayne Liddle', 'Email address: [redacted]', and 'Telephone number: [redacted]'. Below this, there are two radio button options: 'Yes' (marked with a '1' in a yellow circle) and 'No, I want to change them'. A green 'Save and continue' button is marked with a '2' in a yellow circle. A 'Save and come back later' link is also present. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a '© Crown copyright' notice.

**Tip:** The contact details will default to the details provided to NHS Volunteering. You can change them for each opportunity.

## Change the contact details

**Important:** You'll only see this page if you selected that you wanted to change the contact details.

To change the contact details that will be shown, complete the following steps:

1. Enter the new contact details in the following text boxes:
  - 'Contact person'
  - 'Email address'
  - 'Work telephone number' (optional)
2. Select the ['Save and 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, and a 'Log out' link. Below the header is a 'New service' banner with a feedback link. The main content area is titled 'Create an opportunity listing' and 'Change the contact details'. It includes a 'Go back' link, a description of the form's purpose, and three input fields: 'Contact person' (with 'Wayne Liddle' entered), 'Email address' (with a red '1' next to it), and 'Work telephone number (optional)'. A green 'Save and continue' button with a red '2' next to it is highlighted. Below the button is a 'Save and come back later' link. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice.

NHS Volunteering [Log out](#)

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

[Go back](#)

### Create an opportunity listing

## Change the contact details

This is where you want to receive enquiries about the opportunity. These details will show on the **opportunity listing**.

Contact person  
This could be the name or job title of the volunteering team member

Email address  
This could be an individual or a team email address

1

Work telephone number (optional)

2 [Save and continue](#)

[Save and come back later](#)

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[Accessibility statement](#)

## Do you want to receive applications through this service?

To choose how you want volunteers to apply for the opportunity, complete the following steps:

1. Select an answer:
  - 'Yes, I want to receive applications through NHS Volunteering'
  - Or
  - 'No, I want to use an external link'
  - And enter the URL in the **Enter the external link where you want to receive applications** text box
2. Select the '[Save and continue](#)' button.

**NHS** Volunteering [Log out](#)

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

[Go back](#)

### Select application settings

## Do you want to receive applications through this service?

You can select if you want to receive applications through NHS Volunteering or use an external link to:

- your recruitment system
- your organisation's website
- a digital form
- a document

**Guidance**

All applications through NHS Volunteering will ask applicants for:

- their full name
- confirmation that they are 16 and above
- their address
- their contact details such as email and phone number
- their availability
- any support they might need
- a short statement about their motivation to volunteer

Select one option

1  Yes, I want to receive applications through NHS Volunteering

No, I want to use an external link

Enter the external link where you want to receive applications

2 [Save and continue](#)

[Save and come back later](#)

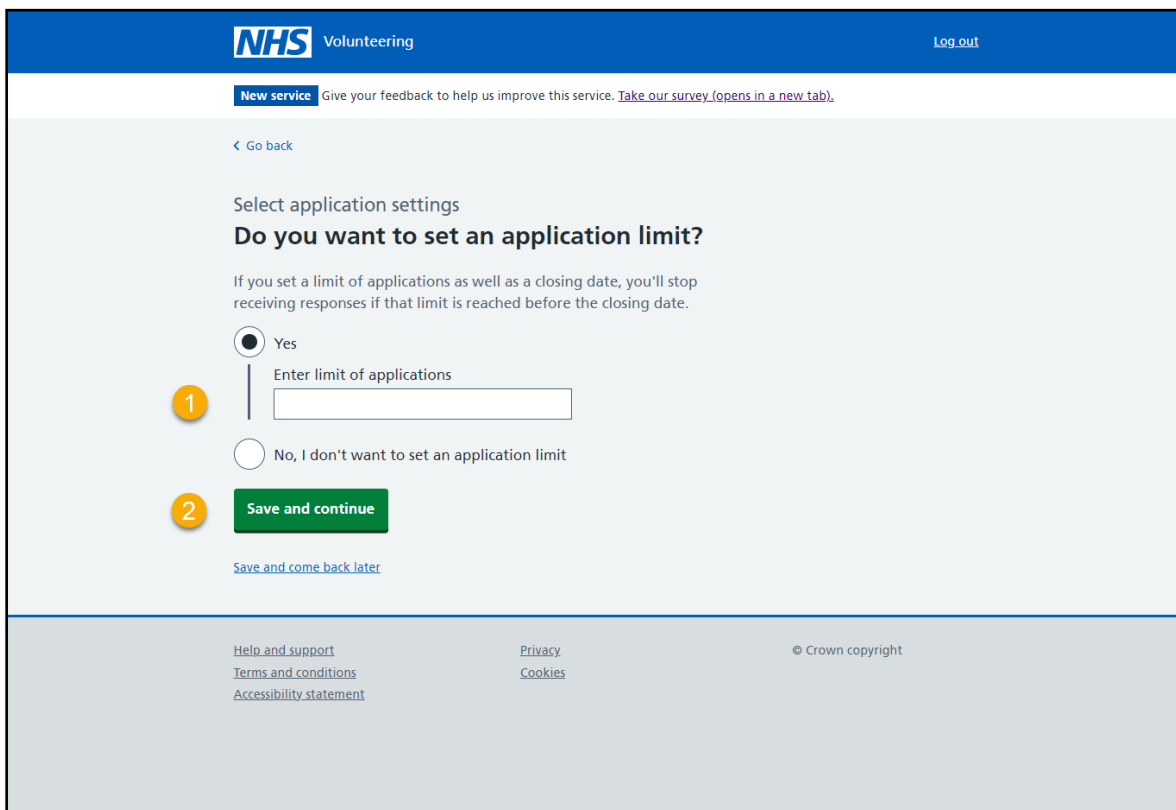
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[Accessibility statement](#)

**Tip:** If you choose to add an external link, volunteers will be redirected when they register their interest in the opportunity. These applications won't appear in the NHS Volunteering service.

## Do you want to set an application limit?

To confirm if you want to set an application limit, complete the following steps:

1. Select an answer:
  - 'Yes'
  - enter number of applications you want to set the limit at in the **Enter limit of applications** text boxOr
  - 'No, I don't want to set an application limit'
2. Select the [Save and continue](#) button.



The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo, the text 'Volunteering', and a 'Log out' link. Below the header, there is a 'New service' banner with a feedback link. The main content area is titled 'Select application settings' and 'Do you want to set an application limit?'. It includes a sub-header 'If you set a limit of applications as well as a closing date, you'll stop receiving responses if that limit is reached before the closing date.' There are two radio button options: 'Yes' (selected) and 'No, I don't want to set an application limit'. A text input field labeled 'Enter limit of applications' is positioned between the two options, with a yellow circle containing the number '1' next to it. Below the 'No' option is a green 'Save and continue' button, with a yellow circle containing the number '2' next to it. A link 'Save and come back later' is located below the button. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice '© Crown copyright'.

**Tip:** If you set an application limit, the opportunity will close once this limit is reached. Volunteers who have started an application will still be able to complete this.

## Do you want to set a closing date?

To confirm if you want to set a closing date, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Select application settings' and 'Do you want to set a closing date?'. It explains that this will be the last date to register. A 'Guidance' box states that the closing date can be changed anytime and that a new listing must be created after closing. Below this, there are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also present. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a copyright notice.

**Tip:** You can close an advert for an opportunity at any time whether you choose a closing date or not.

## Enter a closing date

**Important:** You'll only see this page if you've chosen to add a closing date.

To confirm the closing date, complete the following steps:

1. Enter the details of the closing date in the following text boxes:
  - 'Day'
  - 'Month'
  - 'Year'
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Volunteering interface for entering a closing date. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Select application settings' and 'Enter a closing date', with a note that this will be the last date to register. A 'Guidance' box explains that the listing date can be up to 365 days away and will close at 23:59. The form includes three input fields for 'Day', 'Month', and 'Year', each with a numbered orange circle (1) next to it. Below the fields is a green 'Save and continue' button with a numbered orange circle (2) next to it, and a blue link for 'Save and come back later'. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a copyright notice.

**Tip:** The closing date must be in a DD MM YYYY format, for example, 12 09 2024 and can be up to 365 days from the current date.



## Check your answers before publishing your listing

**Important:** You can't select the 'Check your answers' link from the opportunity tasklist until all sections are completed.

To use the check your answers page, complete the following steps:

1. Select the relevant 'Change' link to change the details of that section.
2. Select the ['Preview listing'](#) link to view a preview of the advert.
3. Select the ['Publish listing'](#) link to publish the opportunity to the NHS Volunteering site.

**NHS** Volunteering Logout

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

[Go back](#)

Publish the listing  
**Check your answers before publishing your listing**

**Listing set up**

Title Walk and talk Volunteer [Change](#)

**Listing details**

Search result preview Main responsibilities: to encourage people to take part in walking activities around the site and help them along the way. [Change](#)  
Shifts are available from 8am to 1pm, Mondays to Fridays.

Summary You will support our mental health services team with the running of the walk and talk activity. [Change](#)  
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.

Person specification This opportunity will suit someone friendly, approachable and enthusiastic. [Change](#)  
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. **1**  
You need to be 16 or over to volunteer with us.

Application process We'll get in touch with you when we review your registration. This might take 2 weeks. [Change](#)  
After that, we will book in a chat to get to know you a bit more.

Who will support the volunteer Ward Manager [Change](#)

Remote No [Change](#)

Location 1 PRESCRIPTION PRICING DIVISION  
152 PILGRIM STREET  
NEWCASTLE UPON TYNE  
NE1 6SN [Change](#)

Availability Shifts are available from 8am to 1pm, Mondays to Fridays. [Change](#)  
We understand that everyone has different schedules, and we value any time you can offer to support us.

Contact details Contact: Wayne Liddle  
Email address: wayne.liddle@nhbssa.nhs.uk [Change](#)  
Telephone number: 01777777777

**Application settings**

How you want to receive applications Yes, I want to receive applications through NHS Volunteering [Change](#)

Application Limit Yes - 50 [Change](#)

Closing date 12 December 2024 [Change](#)

**Before you publish**

Once this listing is live, you will only be able to change the closing date.

**3** [Publish listing](#) [Preview listing](#) **2**

[Save and come back later](#)

[Help and support](#) [Privacy](#) [Terms and conditions](#) [Cookies](#) [Accessibility statement](#) © Crown copyright

**Tip:** After changing any details, you will be returned to this page.

## Preview listing

**Important:** You will only see this page if you have chosen to preview the listing.

To use the preview listing page, complete the following steps:

1. View the details of the opportunity to make sure they are correct.
2. Select the [‘Publish listing’](#) button to publish the opportunity.
3. Select the [‘Go back to tasklist’](#) link to return to the opportunity task list.

**NHS** Volunteering Log out

**New service** 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 12 December 2024.

**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.

**1 Useful information about the opportunity**

**Date posted:** 17 May 2024

**Shifts available:** Shifts are available from 8am to 1pm, Mondays to Fridays. We understand that everyone has different schedules, and we value any time you can offer to support us.

**Reference Number:** VZBSA-VPS-XNY

**Role locations:** 152 PILGRIM STREET  
152 PILGRIM STREET  
NEWCASTLE UPON TYNE  
NE1 6SN

**Who will support you:** Ward Manager

**What happens after you register with us**

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](#)

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

**2 Publish listing**

**3 Go back to tasklist**

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**Tip:** Select the blue plus icons to view information about your organisation and who to contact.

## You're listing is now published

To view the listing on the NHS Volunteering site and manage the listing, complete the following steps:

1. View the opportunity listing on the NHS Volunteering website by selecting the 'Opportunity URL' link.
2. Manage the listing and view any applications by selecting the 'Job title' link.

The screenshot shows the NHS Volunteering dashboard. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, there is a 'New service' banner with a feedback link. The main content area features a 'Listing published' notification box with a yellow circle containing the number '1'. The notification includes the title 'Walk and talk Volunteer', the reference number 'VZBSA-D3M-T8H', and a URL: <https://stage.nhs-volunteering.nhsbsa.net/volunteer/opportunity-listing/VZBSA-D3M-T8H>. Below the notification, the dashboard title 'Your Dashboard' is displayed, followed by a list of actions users can perform with their dashboard. The user's organization is identified as 'NHS Volunteering - test account - updated Jen'. There is a green button labeled 'Advertise an opportunity'. A table titled 'Your listings' shows two entries: a 'Draft' listing and a 'Published' listing. The 'Published' listing is highlighted with a yellow circle containing the number '2'. At the bottom of the dashboard, there are links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice.

**Listing published**

**Walk and talk Volunteer**

Reference number: VZBSA-D3M-T8H  
<https://stage.nhs-volunteering.nhsbsa.net/volunteer/opportunity-listing/VZBSA-D3M-T8H>

NHS Volunteering  
**Your Dashboard**

With your dashboard you can:

- create new volunteer listings
- save draft listings to come back to later
- review applications for each of your opportunities
- edit certain details of your listing such as the closing date or application limit
- reuse a listing
- view your listings
- close live listings

Your organisation is NHS Volunteering - test account - updated Jen

[View your organisation's details](#)

[View your organisation's opportunities \(opens in a new tab\)](#)

[Advertise an opportunity](#)

Your listings

Title	Date created	Closing date	Applications received	Status
<a href="#">Test Opportunity - v241217-0</a> VZBSA-KJM-9VH	17 December 2024	Not provided	Not started	<a href="#">Draft</a>
<a href="#">Walk and talk Volunteer</a> VZBSA-D3M-T8H	18 December 2024	27 December 2024	None	<a href="#">Published</a>

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[Terms and conditions](#)      [Cookies](#)  
[Accessibility statement](#)      © Crown copyright

You've added the details of the opportunity and reached the end of this user guide.

[Return to the start of guide.](#)

## Are you sure you want to delete this listing

**Important:** You will only see this page if you have chosen to delete the draft listing.

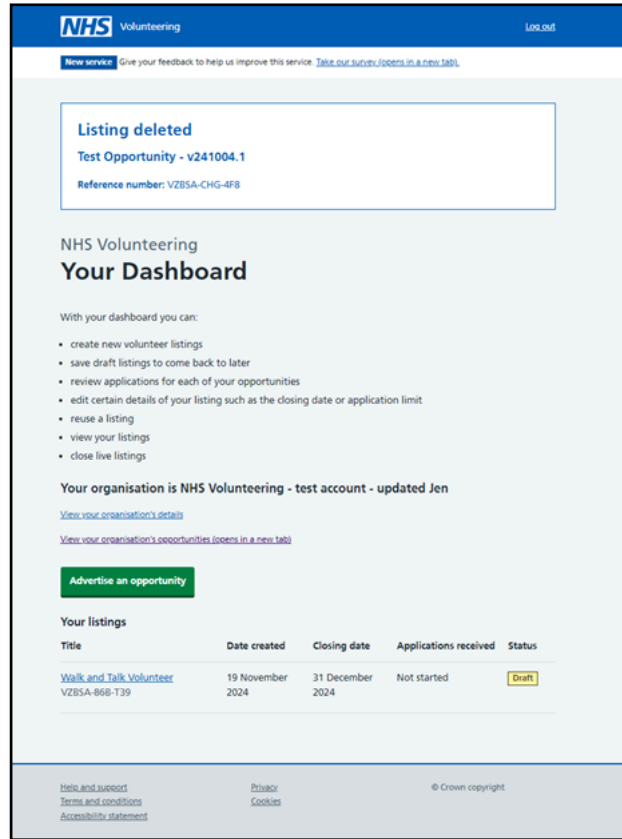
To go back to the task list or delete the draft listing, complete the following steps:

1. Select '[Go back](#)' to return to the task list.
2. Select the '[Delete listing](#)' button to delete the listing.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text on the left, and a 'Log out' link on the right. Below the header is a white banner with a 'New service' button and a link to 'Take our survey (opens in a new tab)'. The main content area has a light blue background and features a yellow circle with the number '1' next to a '< Go back' link. The central heading is 'Are you sure you want to delete this listing?' in a large, bold, dark font. Below this heading is a smaller line of text: 'You will not be able to access or edit this listing once you delete it.' At the bottom of this section is a yellow circle with the number '2' next to a red 'Delete listing' button. The footer area is light grey and contains three columns of links: 'Help and support', 'Terms and conditions', and 'Accessibility statement' on the left; 'Privacy' and 'Cookies' in the middle; and '© Crown copyright' on the right.

## Listing deleted

This page shows confirmation that your listing has been deleted and can no longer be accessed or edited.



**NHS** Volunteering Log out

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

**Listing deleted**  
**Test Opportunity - v241004.1**  
 Reference number: VZBSA-CHG-4F8

**NHS Volunteering**  
**Your Dashboard**

With your dashboard you can:

- create new volunteer listings
- save draft listings to come back to later
- review applications for each of your opportunities
- edit certain details of your listing such as the closing date or application limit
- reuse a listing
- view your listings
- close live listings

**Your organisation is NHS Volunteering - test account - updated Jen**

[View your organisation's details](#)  
[View your organisation's opportunities \(opens in a new tab\)](#)

[Advertise an opportunity](#)

**Your listings**

Title	Date created	Closing date	Applications received	Status
<a href="#">Walk and Talk Volunteer</a> VZBSA-868-T39	19 November 2024	31 December 2024	Not started	<span style="background-color: #FFD700; padding: 2px;">Draft</span>

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[Accessibility statement](#)

You've deleted the details of the opportunity and reached the end of this user guide.

[Return to the start of guide.](#)