NHS

Volunteering

How to manage your volunteering opportunities

This guide explains how to manage your volunteering opportunities in the NHS Volunteering service.

Sign in to the NHS Volunteering service to access your account and follow the instructions in this guide.
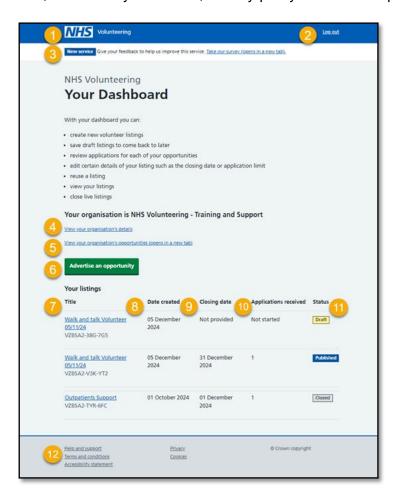
Contents

Your NHS Volunteering Service dashboard

This page explains how to use the NHS Volunteering dashboard.

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 '**View your organisations details**' link to view your organisation details.
5. Select the '**View your organisations opportunities'** link to view your opportunities.
6. Select the **Advertise an opportunity** button to create an advert.
7. In the **Title** field you can see the name and reference number of your opportunities. The **opportunity titles are links** that you can use to complete draft listings and manage published and closed listings.
8. The **Date created** field shows the date you first created the opportunity.
9. The **Closing date** field shows the closing date of your opportunity if there is one.
10. The **Applications received** field shows the number of applications submitted for this opportunity. (Only if volunteers use the NHS Volunteering service to apply)
11. The **Status** field shows if the opportunity is in draft, published and currently live on the NHS Volunteering site, or now closed.
12. 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.
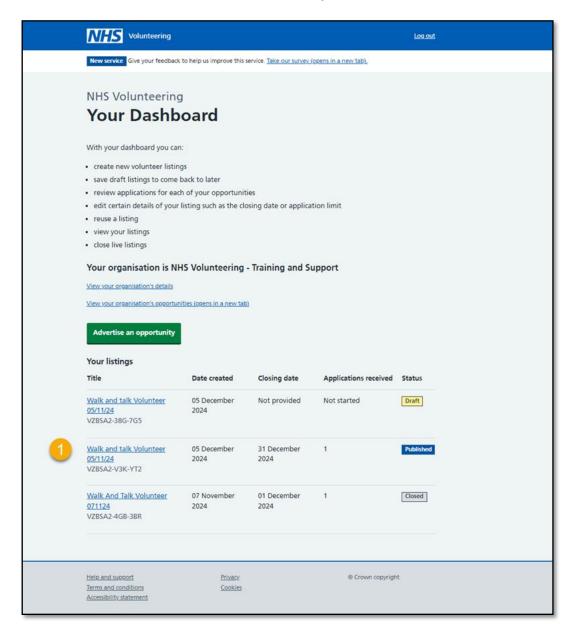
View the details of a published listing

Important: You should be signed into your NHS Volunteering account and currently on 'Your Dashboard'.

To view a published listing, complete the following step:

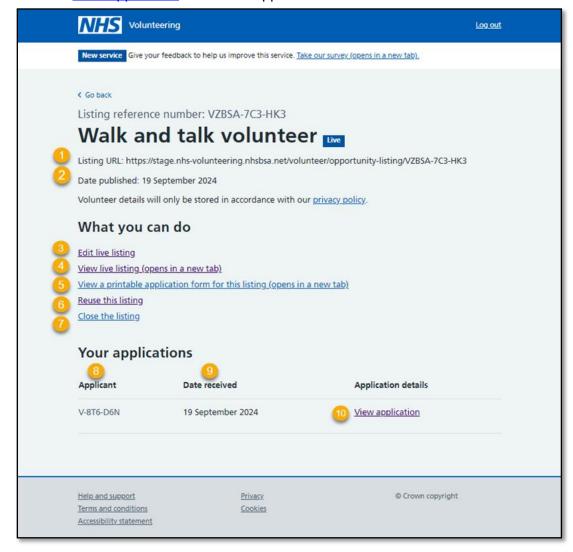1. Select the 'Job title' link of a published listing.

Tip: You can also use the **Job title link** to complete a draft listing or view the details of a closed listing.

Manage a published listing

To view details or manage your listing, complete the following steps:

1. The URL of the listing on the NHS Volunteering website.
2. The date the listing was published to the NHS Volunteering site.
3. Select the 'Edit live listing' link.
4. Select the 'View live listing' link.
5. Select the 'View a printable application form for this listing' link.
6. Select the 'Reuse this listing' link.
7. Select the 'Close the listing' link.
8. The **Applicant** field shows the applicants unique reference number.
9. The **Date received** field shows the date the application was submitted.
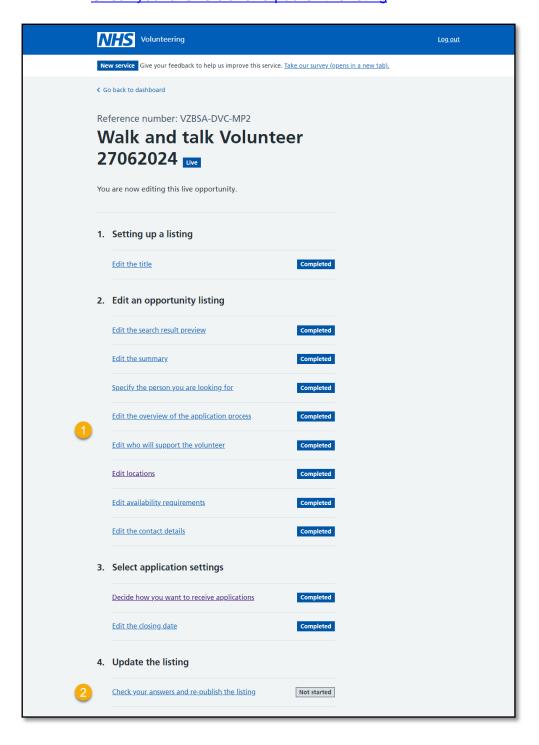10. Select a 'View application' link in the Application details field.

Tip: Use the 'Go back' link at the top of the page to return to the dashboard.

Edit a live listing

<mark>**Important:**</mark> Use the 'How to create and publish a volunteering opportunity' guide to find out how to enter information in any section you are editing.

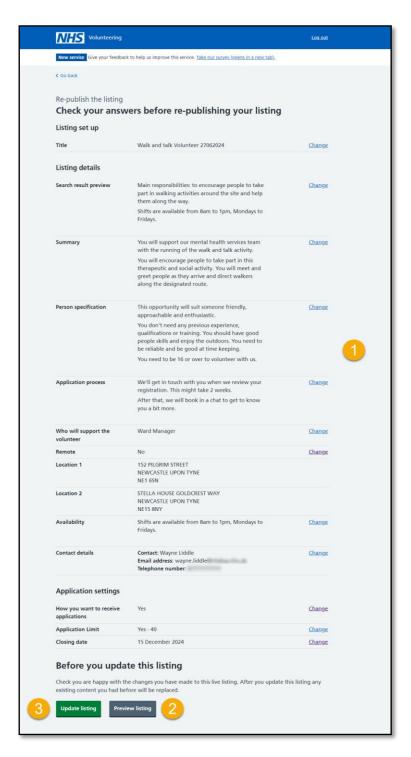To edit a section, complete the following steps:

1. Select the link for the section you want to edit and then edit the information.
2. Select the 'Check your answers and re-publish the listing' link.

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 to dashboard

Reference number: VZBSA-DVC-MP2
Walk and talk Volunteer 27062024 Live

You are now editing this live opportunity.

1. **Setting up a listing**

   Edit the title   Completed

2. **Edit an opportunity listing**

   Edit the search result preview   Completed

   Edit the summary   Completed

   Specify the person you are looking for   Completed

   Edit the overview of the application process   Completed

   Edit who will support the volunteer   Completed

   Edit locations   Completed

   Edit availability requirements   Completed

   Edit the contact details   Completed

3. **Select application settings**

   Decide how you want to receive applications   Completed

   Edit the closing date   Completed

4. **Update the listing**

   Check your answers and re-publish the listing   Not started

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Check your answers before re-publishing your listing

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.
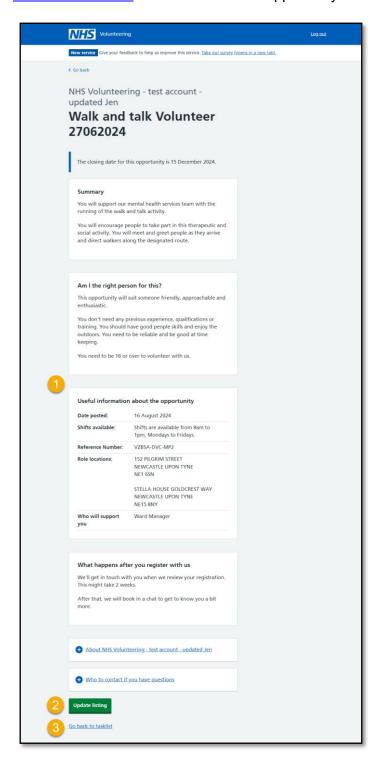3. Select the 'Update listing' link to re-publish the opportunity to the NHS Volunteering site.

Preview listing

Important: You will only see this page if you have chosen to preview the listing.
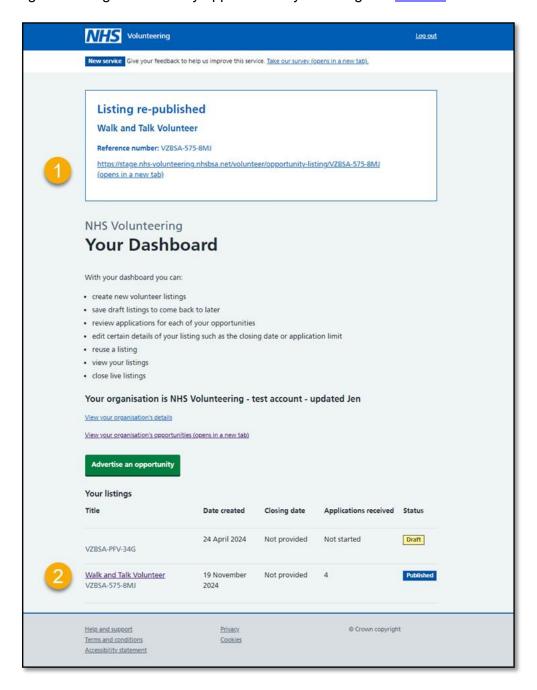
To use the preview listing page, complete the following steps:

1. View the details of the opportunity to make sure they are correct.
2. Select the 'Update listing' button to publish the opportunity.
3. Select the 'Go back to tasklist' link to return to the opportunity tasklist.

Your listing is now re-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.

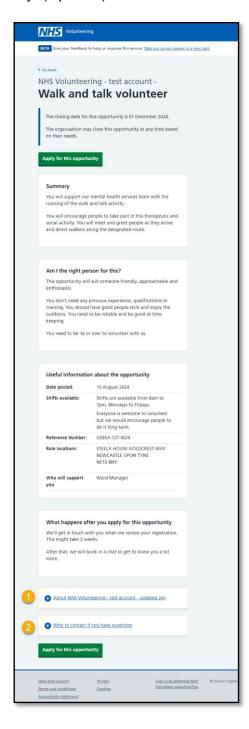You've re-published your opportunity and reached the end of this section.

Return to Manage a published listing page.

View the live listing

Important: the live listing will open in a new tab. You can return to the listing details page by selecting the correct tab on your browser.

To expand the details of the live listing, complete the following steps:

1. Select the **'About'** link to see the details for your organisation. (Optional)
2. Select the '**Who to contact if you have questions**' link to see the contact details listed for this opportunity. (Optional)

View a printable application form for this listing

Important: the printable application form will open in a new tab. You can return to the listing details page by selecting the correct tab on your browser.
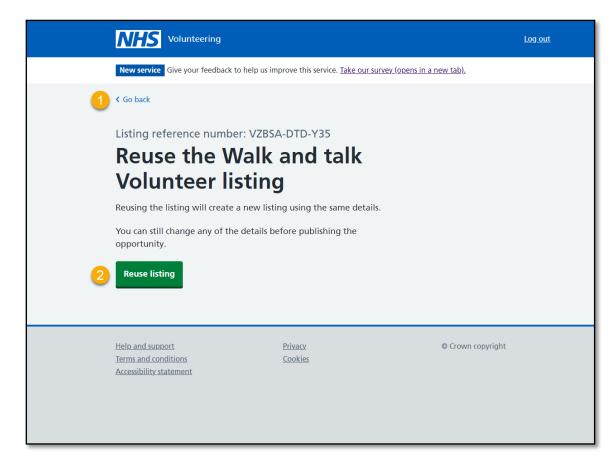
To print an application form:

1. Right click on the screen and select 'Print'.
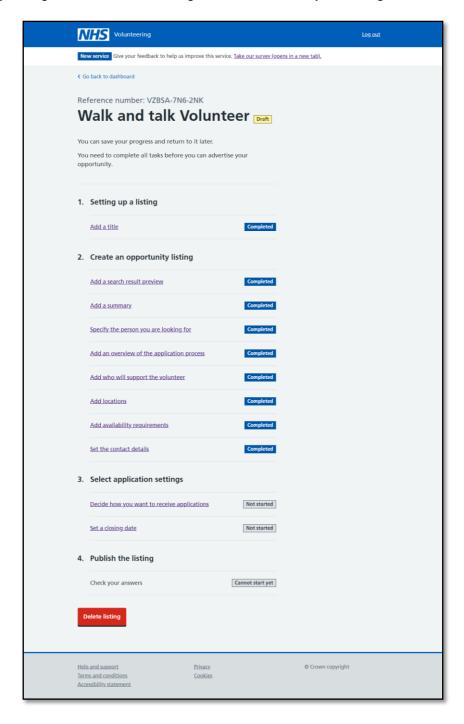2. Follow your local processes to print the application.

Reuse this listing

1. Select the '<u>Go back</u>' link if you don't want to reuse the listing. (Optional)
2. Select the '<u>Reuse listing</u>' button to reuse the listing.

Reuse opportunity tasklist

Important: You must complete the application settings sections before you can publish your opportunity listing. You can make changes to all sections by selecting the relevant link.

Tip: You can find out how to update and complete your opportunity in the 'How to create and publish a volunteering opportunity' guide.
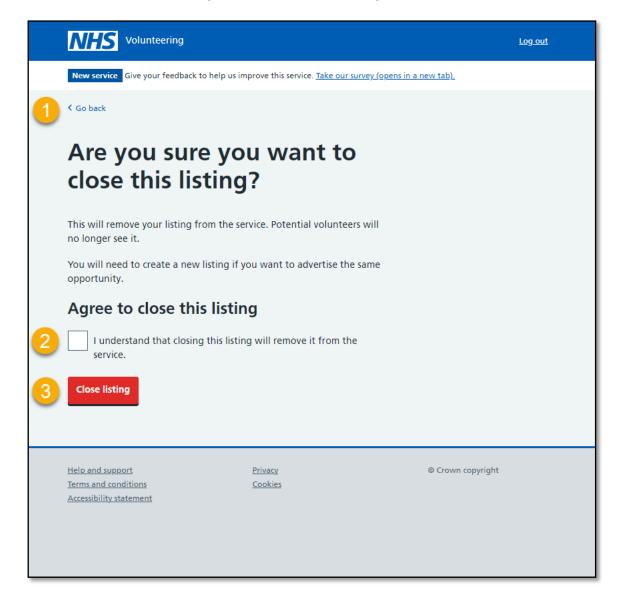
[Return to the start of guide.](#)

Close the listing

Important: Once you close the listing, potential volunteers will no longer be able to see it and you will need to create a new listing if you want to advertise the same opportunity.

To close the live listing, complete the following steps:

1. Select the '[Go back]' link if you don't want to close the listing. (Optional)
2. Tick check box to confirm you agree and understand that closing this listing will remove it from the service.
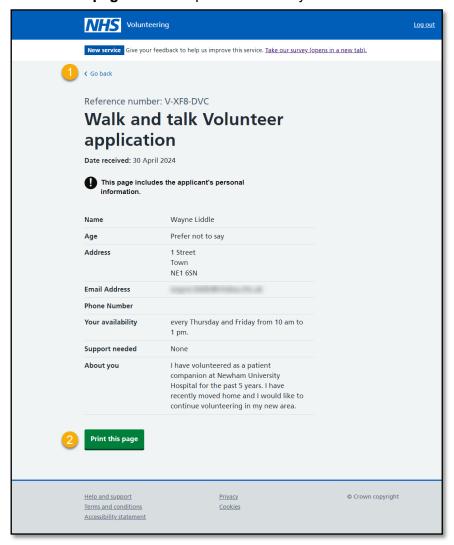3. Select the '[Close listing]' button to close the listing.

Tip: When you select the 'Close listing' button you will be returned to the listing details page and a message confirming the listing is now closed will be displayed at the top of the page.

View application

Important: Applications will only be available in NHS Volunteering if you have chosen to use the service when creating the listing.

To use the View application page, complete the following steps:

1. Select the 'Go back' link to return to the listing details page.
2. Select the '**Print this page**' button to print the details you can see on the screen.

You've reached the end of this user guide.

Return to the start of guide.