

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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[Area radius explained..... 37](#)

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.

The screenshot shows the 'Add a search result preview' page in the NHS Volunteering service. The page layout includes a blue header with the NHS logo and 'Volunteering' text. A 'Log out' link is in the top right. Below the header, there is a 'New service' link with a feedback prompt and a 'Take our survey' link. A 'Go back' link is on the left. The main heading is 'Add a search result preview', followed by a short overview of the opportunity. A 'Guidance' section provides instructions on what to include in the preview, with links to examples. Below this is a text input field for the search result preview, with a character count. At the bottom, there are 'Save and continue' and 'Save and come back later' buttons, and a footer with links for help, terms, and accessibility, along with a copyright notice.

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 '[Create new listing](#)' button.

NHS Volunteering Log out

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

Your dashboard

You can use your dashboard to create, edit and reuse listings. You can also review your applications.

Your organisation is NHS Volunteering - Training and Support

[View your organisation's details](#)

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

1 [Create new listing](#)

Your listings

Title	Date created	Closing date	Applications received	Status
Walk and talk Volunteer VZBSA2-RD7-TTC	15 January 2025	Not provided	Not started	Draft
Walk and talk Volunteer VZBSA2-5RB-5T3	31 December 2024	Not provided	Not started	Draft

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

Use this service to:

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

The process

To advertise an opportunity, you will need to complete the following steps.

- 1. Enter a title for your listing**

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.

You can also preview the listing before publishing.

Once you publish the listing, you can edit it to change information across the listing.

[Start](#) **2**

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

Enter a title for the opportunity listing

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

1. Select the guidance links to view how the information will look to volunteers or an example if you are not advertising a specific opportunity (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

Your title should include the type of role you are advertising.

If you are not advertising a specific opportunity you could say: 'Volunteer at St James Hospital'.

- ▶ [What a volunteer will see](#) **1**
- ▶ [Example if you are not advertising a specific opportunity](#)

Enter a title **2**

[Continue](#) **3**

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[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 summary'](#) link.
3. Select the ['Add a description of the opportunity'](#) link.
4. Select the ['What type of person are you 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).

NHS Volunteering Log out

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

[Go back to dashboard](#)

Reference number: VZBSA-44R-K9T

Walk and talk Volunteer Draft

You need to complete all tasks before you can advertise your opportunity.
You can save your progress and return to it later.

You have completed 1 of 4 sections.

1. Setting up a listing
 - 1 [Add a title](#) Completed
2. Create an opportunity listing
 - 2 [Add a summary](#) Not started
 - 3 [Add a description of the opportunity](#) Not started
 - 4 [What type of person are you 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](#) Delete listing

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

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

Add a summary

To add the summary, complete the following steps:

1. Select the guidance link to view how the information will look to volunteers (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.

The screenshot shows the 'Add a summary' page on the NHS Volunteering website. The page has 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 'Add a summary'. It explains that the summary will appear in search results. A 'Guidance' box contains instructions on what to include in the summary, with a link to 'What a volunteer will see'. A text input field is provided for entering the summary, with a character count of 400 remaining. A green 'Save and continue' button is at the bottom, along with a link to 'Save and come back later'. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', and a copyright notice.

Tip: The summary is a brief overview and can be a maximum of 400 characters.

Add a description of the opportunity

To add the description of the opportunity, complete the following steps:

1. Select the guidance link to view an example of a description (optional).
2. Enter the details in the **Enter a description of the opportunity** 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 description of the opportunity

Guidance

Your description should include an overview of the opportunity and the main tasks involved.

If you are not advertising a specific opportunity you can include details of the range of opportunities you offer.

You do not need to add any information about your organisation.

▶ [How you might describe the opportunity](#)

1

2 Enter a description of the opportunity

3

B ☰

You have 1000 characters remaining.

4 Save and continue

[Save and come back later](#)

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[Accessibility statement](#)

Tip: The description can be a maximum of 1000 characters.

What 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

What type of person are you 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](#)

2 Enter what type of person you are looking for

3

B [B](#) [I](#) [L](#)

You have 1000 characters remaining.

4 [Save and continue](#)

[Save and come back later](#)

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[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 **Enter an overview of the application process** text box.
3. Add bold and bulleted lists to your details (optional).
4. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Volunteering interface for adding an overview of the application process. 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 'Add an overview of the application process'. A sub-header explains that this information will appear on the listing under 'what happens after you register with us'. A 'Guidance' box provides instructions and links to examples. A text input field is labeled 'Enter an overview of the application process' and includes a character count. A 'Save and continue' button is prominently displayed, along with 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.

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, the text 'Volunteering', and a 'Log out' link. Below the header, a 'New service' banner encourages users to provide feedback. The main content area is titled 'Create an opportunity listing' and 'Who will the volunteer report to?'. It explains that this information will be displayed on the listing. A 'Guidance' box provides instructions: 'Use the job title of the member of staff who the volunteer will report to. For example, the ward manager, nurse in charge or member of staff on duty. You do not need to name a specific person.' Below the guidance, there is a text input field labeled 'Enter a job title' with a '1' in a yellow circle next to it. A green 'Save and continue' button with a '2' in a yellow circle is positioned below the input field. 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', along with 'Privacy' and 'Cookies' links, and a copyright notice: '© Crown copyright'.

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

Where is this opportunity?

To confirm the location of the opportunity, complete the following steps:

1. Select an answer:
 - [‘One or more fixed locations’](#)
 - [‘An area with varying locations’](#)
 - [‘The volunteer can do this remotely from their home’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Volunteering interface for creating an opportunity listing. 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 'Where is this opportunity?'. A note states: 'If your opportunity is remote then you may receive applications from anywhere in England.' Under 'Select one option', there are three radio button choices: 'One or more fixed locations', 'An area with varying locations', and 'The volunteer can do this remotely from their home'. A yellow circle with the number '1' is next to the second 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 'Save and come back later' is also present. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement' on the left; 'Privacy' and 'Cookies' in the center; and '© Crown copyright' on the right.

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' form. 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 white banner with a 'New service' notification. The main content area is light blue and contains a 'Go back' link, the title 'Create an opportunity listing Add a location', and a sub-header 'This is where the volunteer will carry out their activities.' A 'Guidance' box states 'You can add more than one fixed location.' Below this are two text input fields: 'Building number or name' (with example '12 or AA surgery') and 'Postcode' (with example 'LS2 7UE'). To the left of these fields are numbered callouts: '1' next to the building name field, '2' next to the 'Find address' button, and '3' next to the 'Enter my address manually' link. 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.

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 yellow circle containing the number 1), 'County (optional)', and 'Postcode'. A green 'Save and continue' button (marked with a yellow circle containing the number 2) 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' on the left; 'Privacy' and 'Cookies' in the center; and '© Crown copyright' on the right.

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.

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

Check locations

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

Do you want to add another location for this opportunity?

All locations will show on the same opportunity listing.

Yes

No

[Save and continue](#)

[Save and come back later](#)

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[Accessibility statement](#)

Tip: If all addresses are removed you will be returned to the 'Where is this opportunity?' page.

Add an area name

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

1. Enter the details in the **Enter a name for the area** text box.
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, there is a 'New service' banner with a feedback link. The main content area is titled 'Create an opportunity listing' and 'Add an area name'. A 'Guidance' box provides instructions: 'This will be the location of the opportunity shown on your listing. The area name could be the city, county or region. Volunteers will see it below the title of the opportunity.' Below the guidance is a text input field labeled 'Enter a name for the area' 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. A link for 'Save and come back later' is also present. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice '© Crown copyright'.

Tip: This will be the location of the opportunity shown on your listing.

Add a radius

1. Choose the radius of the area your opportunity may cover.
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 'Add a radius'. It shows a form with a 'Area' field containing 'Test' and a 'Change' link. Below this, a section titled 'Choose the radius that you want your opportunity to cover' explains that the radius is the size of the area covered. There are six radio button options: 'Up to 3 Miles', 'Up to 5 Miles', 'Up to 10 Miles', 'Up to 20 Miles' (which is selected and marked with a '1' in a yellow circle), 'Up to 30 Miles', and 'Up to 50 Miles'. 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', as well as 'Privacy' and 'Cookies' links, and a copyright notice.

Tip: The radius is the maximum distance from the middle to the edges of the area being covered. [Find out more about how this works.](#)

Add an area centre point

To add the centre point of your area, complete the following steps:

1. 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 interface for adding an area centre point. 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 'Add an area centre point'. It features a table with 'Area' (Leeds) and 'Radius' (5), both with 'Change' links. A note explains that the post code sets the radius. A 'Guidance' box provides instructions on choosing a central post code. Below this, there are input fields for 'Building number or name' and 'Postcode'. A numbered list (1, 2, 3) indicates the steps: 1. Postcode, 2. Find address (button), 3. Enter address manually (link). The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

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 area centre point

Area	Leeds	Change
Radius	5	Change

The post code you enter will be used to set a radius which covers the area of your opportunity.

Guidance

Your post code should be central to the locations you expect the opportunity to cover.

For example, if you need a volunteer to work across multiple locations in Leeds then you might choose a public landmark in the middle of those locations as the postcode for your area.

This might be a library or a shop.

The volunteer will not see this address when looking at the opportunity.

Building number or name
For example, 12 or AA surgery

1 Postcode
For example, LS2 7UE

3 [Enter address manually](#)

2 [Find address](#)

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[Accessibility statement](#)

Select an address

To confirm the centre point 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.

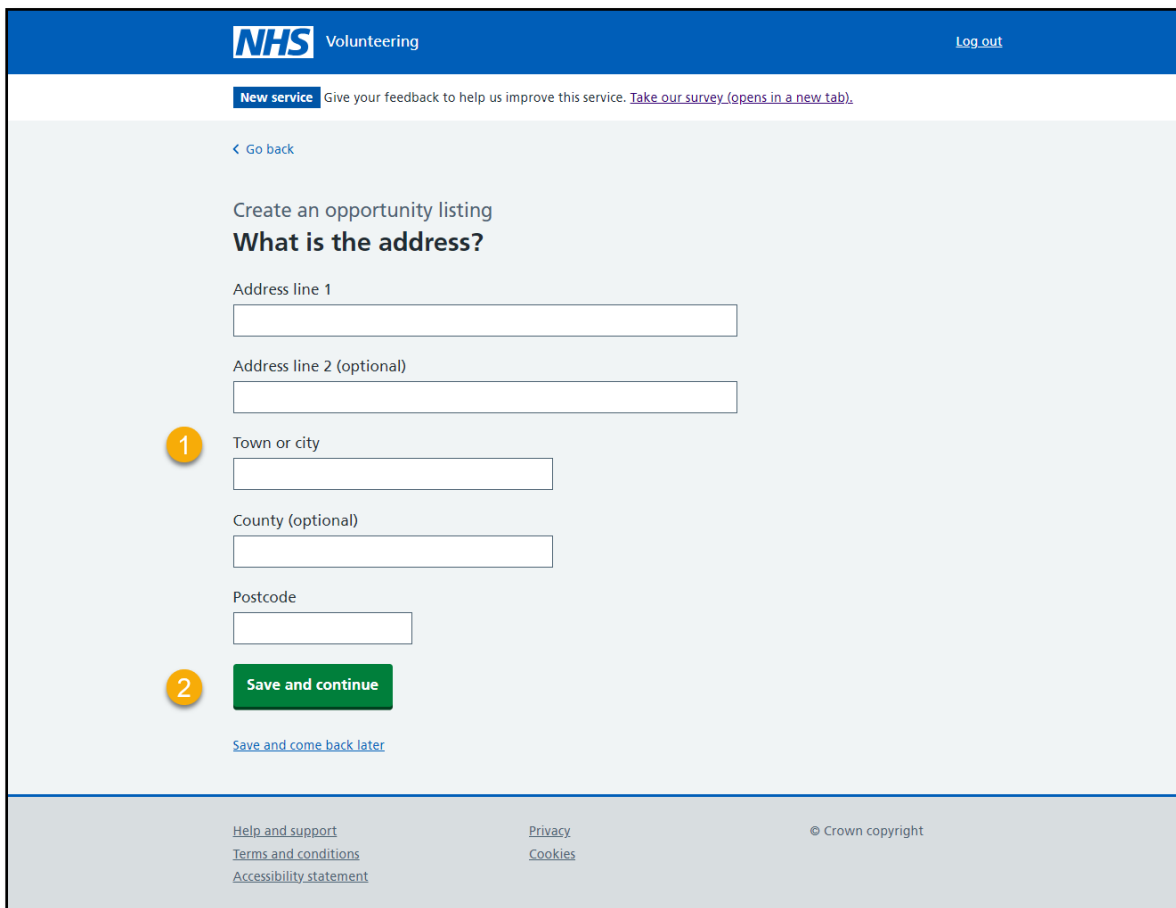
The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header is a 'New service' banner with a feedback link. The main content area is titled 'Create an opportunity listing' and 'Select an address'. A note states: 'The volunteer will not see this address when looking at the opportunity.' Below this, it says '1 addresses found for [redacted] and 'LS2 9ET''. The 'Select one option' section has two radio buttons: the first is labeled '1' and has the text '[redacted], LEEDS, LS2 9ET'; the second is labeled '2' and has the text 'The address is not on this list'. A green 'Save and continue' button is below the options, and a blue link 'Save and come back later' is below that. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

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 yellow circle containing the number 1), 'County (optional)', and 'Postcode'. A green 'Save and continue' button (marked with a yellow circle containing the number 2) 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 your location

To change or confirm your area location details, complete the following steps:

1. Select the ['Change'](#) link to amend the area name. (Optional)
2. Select the ['Change'](#) link to amend the radius distance. (Optional)
3. Select the ['Change'](#) link to amend the centre point of your area. (Optional)
4. Select the ['Save and continue'](#) button to confirm the area location.

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

Check your location

Area	Leeds	Change 1
Radius	5	Change 2
Area centre point	LEEDS LS2 9ET	Change 3

[+ An example of what your opportunity looks like in the search results](#)

4 Save and continue

[Save and come back later](#)

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[Accessibility statement](#)

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 details of the availability** text box.
3. Add bold and bulleted lists to your details (optional).
4. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Volunteering interface for creating an opportunity listing. The page title is "What availability are you looking for?". Below the title, there is a "Guidance" section with a bulleted list of requirements. A text input field is labeled "Enter details of the availability" and has a character count of "You have 300 characters remaining." Below the input field is a "Save and continue" button and 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 the copyright notice "© Crown copyright".

1 Guidance

You need to include:

- the shifts available and the duration
- 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](#)

2 Enter details of the availability

3

You have 300 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 availability requirements can be a maximum of 300 characters.

Are these the correct contact details?

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 'Are these the correct contact details?'. It states that volunteers will use these details for contact. A white box displays the current contact information: 'Contact: [redacted]', 'Email address: [redacted] k', and 'Telephone number: 07777777777'. Below this, there are two radio button options: 'Yes' and 'No, I want to change them'. A green 'Save and continue' button is prominently displayed, with a 'Save and come back later' link below it. 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 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 the text 'Volunteering'. On the right side of the header, there is a 'Log out' link. Below the header, there 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 prominently displayed. Below the button is a link for 'Save and come back later'. 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 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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[Terms and conditions](#) [Cookies](#)
[Accessibility statement](#)

Do you want to receive application through NHS Volunteering?

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.

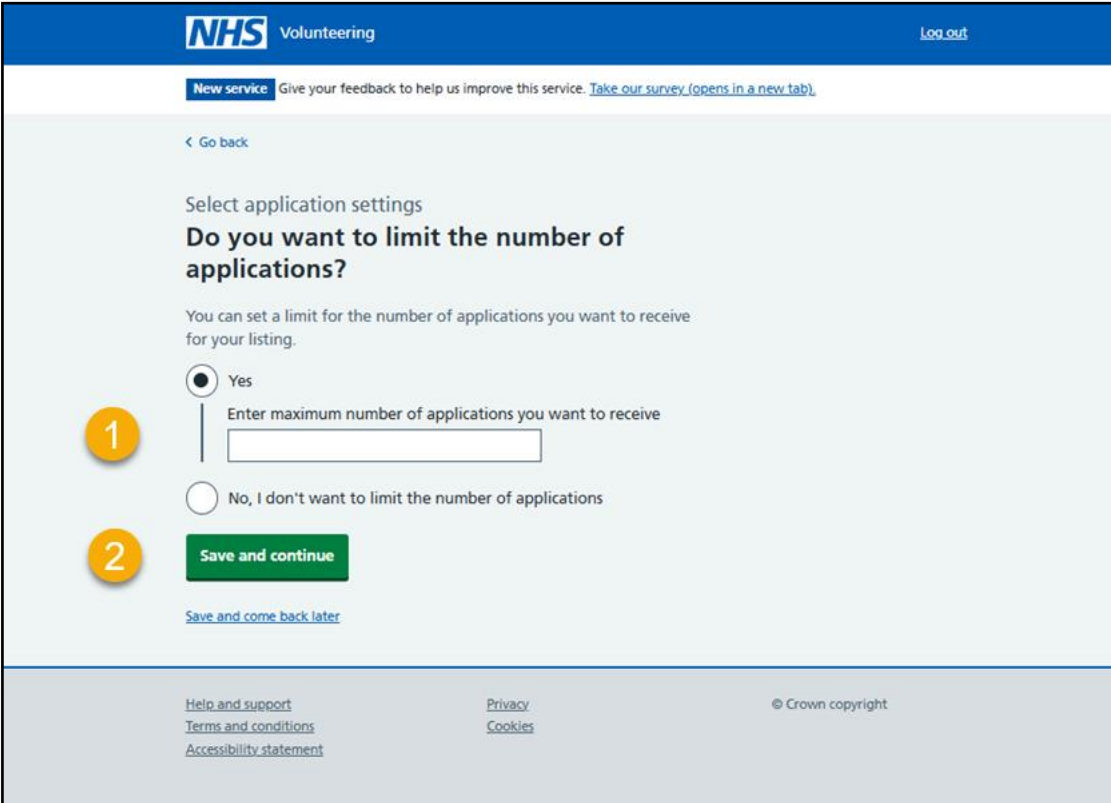
The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, there is a 'New service' notification bar. The main content area has a title 'Do you want to receive application through NHS Volunteering?' and a sub-header 'You can receive applications through this service or use your own such as:'. A list of options includes 'your recruitment system', 'your organisation's website', 'a digital form', and 'a document'. A 'Guidance' box lists requirements for applications: full name, age (16+), address, contact details, availability, support needs, and a statement of interest. Below this, there are two radio button options: 'Yes, I want to receive applications through NHS Volunteering' (unselected) and 'No, I want to use my own application process' (selected). A text input field is provided for the external link, with a placeholder example 'https://www.example.com'. 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', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice.

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 limit the number of applications?

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 maximum number of applications you want to receive** text box
 - Or
 - 'No, I don't want to limit the number of applications.'
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 asks 'Do you want to limit the number of applications?'. It explains that a limit can be set for the number of applications received. There are two radio button options: 'Yes' (selected) and 'No, I don't want to limit the number of applications'. A text box labeled 'Enter maximum number of applications you want to receive' is positioned below the 'Yes' option. A green 'Save and continue' button is located below the 'No' option. 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: 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, I don’t want to set a closing date’](#)
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, a 'New service' banner encourages feedback with a link to 'Take our survey (opens in a new tab)'. The main content area has a 'Go back' link and the heading 'Select application settings'. The primary question is 'Do you want to set a closing date?' with a subtext: 'This will show as the last date to apply for this opportunity.' A 'Guidance' box explains that the closing date can be changed anytime and that a new listing must be created after it closes. Below this, a 'Select one option' section features two radio buttons: 'Yes' (selected) and 'No, I don't want to set a closing date'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle, and 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: 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 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 'Select application settings' and 'Enter a closing date', with a sub-note: 'This will show as the last date to apply for this opportunity.' A 'Guidance' box states: 'You can choose a listing date up to one year from today. The listing will close at 23:59 on the day you choose.' Under 'Enter a date', there are three input fields for 'Day', 'Month', and 'Year', each with a corresponding orange circle containing the number 1. Below these fields is a green 'Save and continue' button with a circled number 2, and a blue link for 'Save and come back later'. 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: '© Crown copyright'.

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 [Log out](#)

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

Summary	Example text	Change
Description of opportunity	Example Text	Change
Type of person	Example text	Change
Application process	Example text	Change
Who will support the volunteer	Ward Manager	Change
Where is this opportunity?	One or more fixed locations	Change
Location 1	NHS B 5 A STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY	Change
Availability	Example text	Change
Contact details	Contact: [redacted] Email address: [redacted] Telephone number: [redacted]	Change

Application settings

How you want to receive applications	Yes, I want to receive applications through NHS Volunteering	Change
Application Limit	No	Change
Closing date	No closing date set	Change

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

[Save and come back later](#)

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

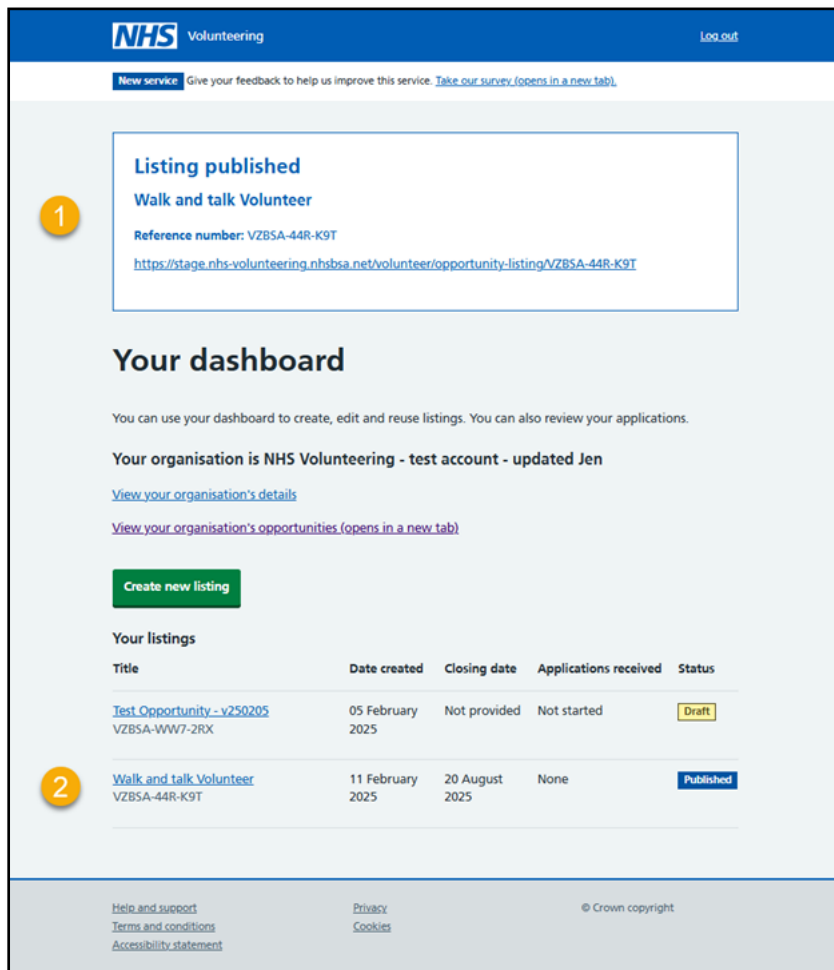
[Help and support](#) [Privacy](#) [Terms and conditions](#) [Cookies](#) [Accessibility statement](#) © Crown copyright

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 for 'Walk and talk Volunteer' with a reference number and a URL. Below this is the 'Your dashboard' section, which includes a 'Create new listing' button and a table of listings. The table has columns for Title, Date created, Closing date, Applications received, and Status. Two listings are shown: 'Test Opportunity - v250205' (Draft) and 'Walk and talk Volunteer' (Published). A footer contains links for help and support, privacy, and accessibility, along with a copyright notice.

Title	Date created	Closing date	Applications received	Status
Test Opportunity - v250205 VZBSA-WW7-2RX	05 February 2025	Not provided	Not started	Draft
Walk and talk Volunteer VZBSA-44R-K9T	11 February 2025	20 August 2025	None	Published

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

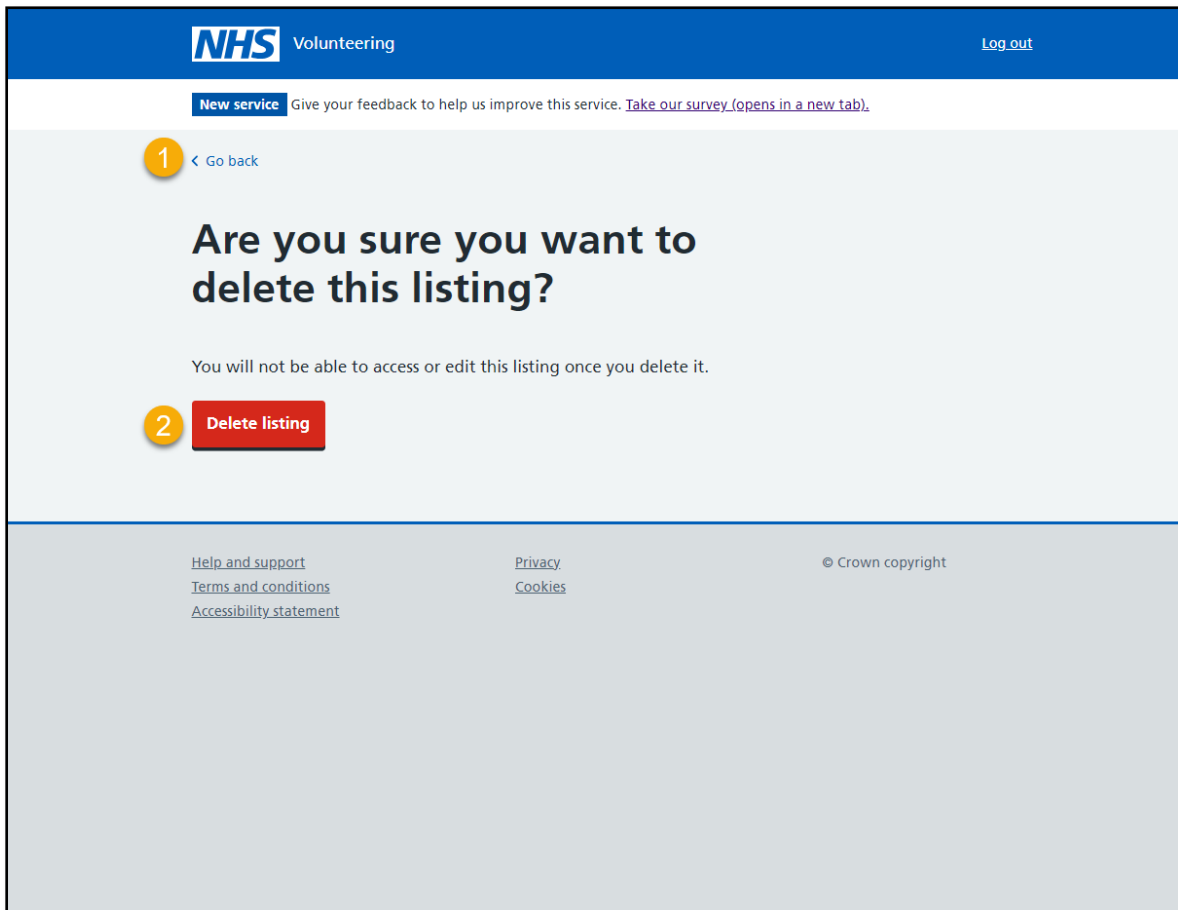
[Return to the start of guide.](#)

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.



Listing deleted

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

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
Walk and Talk Volunteer VZBSA-868-T39	19 November 2024	31 December 2024	Not started	Draft

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

[Accessibility statement](#)

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

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

Area radius explained

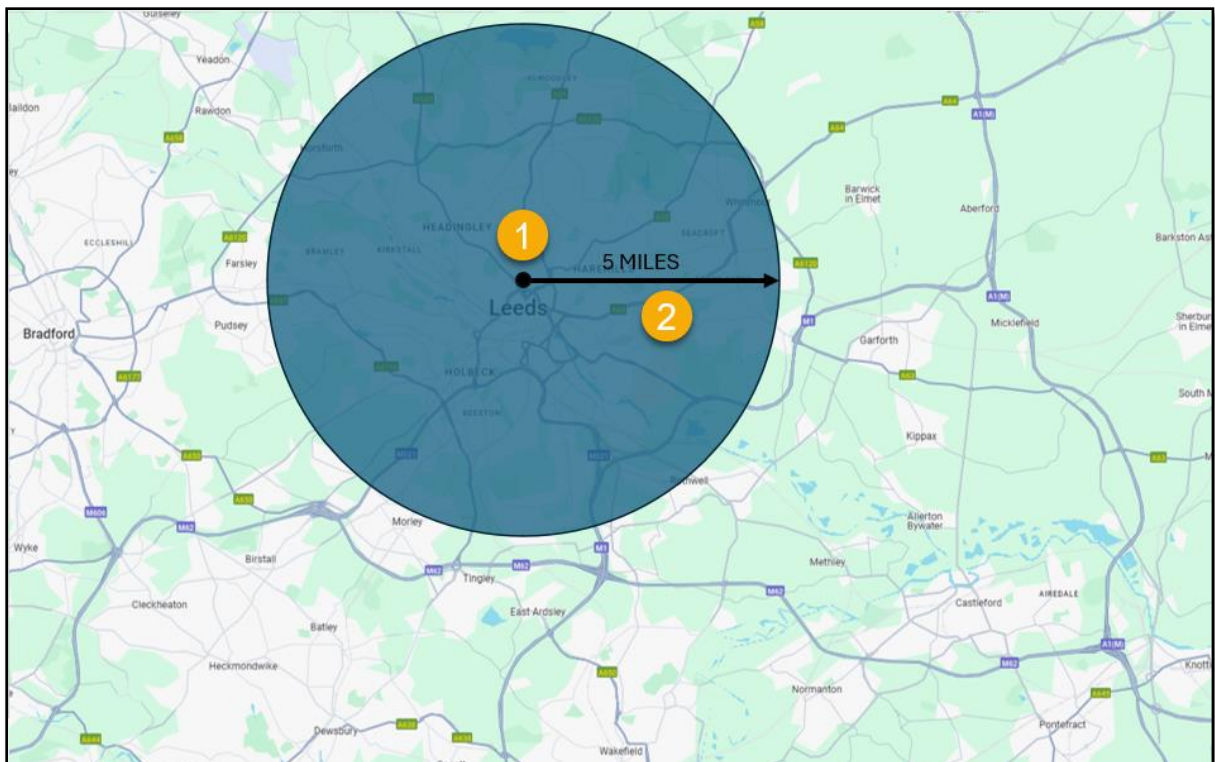
When an opportunity covers an area, you should:

1. Select a post code in the middle of the locations that will be covered.
2. Add a radius that covers from the middle of the area to the edge of the area.

In the example below, the volunteer may need to travel anywhere in the Leeds area.

The postcode selected is in the middle of Leeds.

The radius is from the centre point to as far as the volunteer might need to travel.



[Return to Add a radius.](#)