

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.

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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 **Create new listing** 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.

The screenshot shows the NHS Volunteering dashboard 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 survey' link. The main content area is titled 'Your dashboard' and includes a brief description of the dashboard's purpose. It then displays the user's organisation as 'NHS Volunteering - Training and Support'. Below this, there are links to 'View your organisation's details' and 'View your organisation's opportunities'. A prominent green button labeled 'Create new listing' is also visible. The 'Your listings' section contains a table with columns for Title, Date created, Closing date, Applications received, and Status. Three listings are shown, each with a corresponding status button (Draft, Published, Closed). 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.

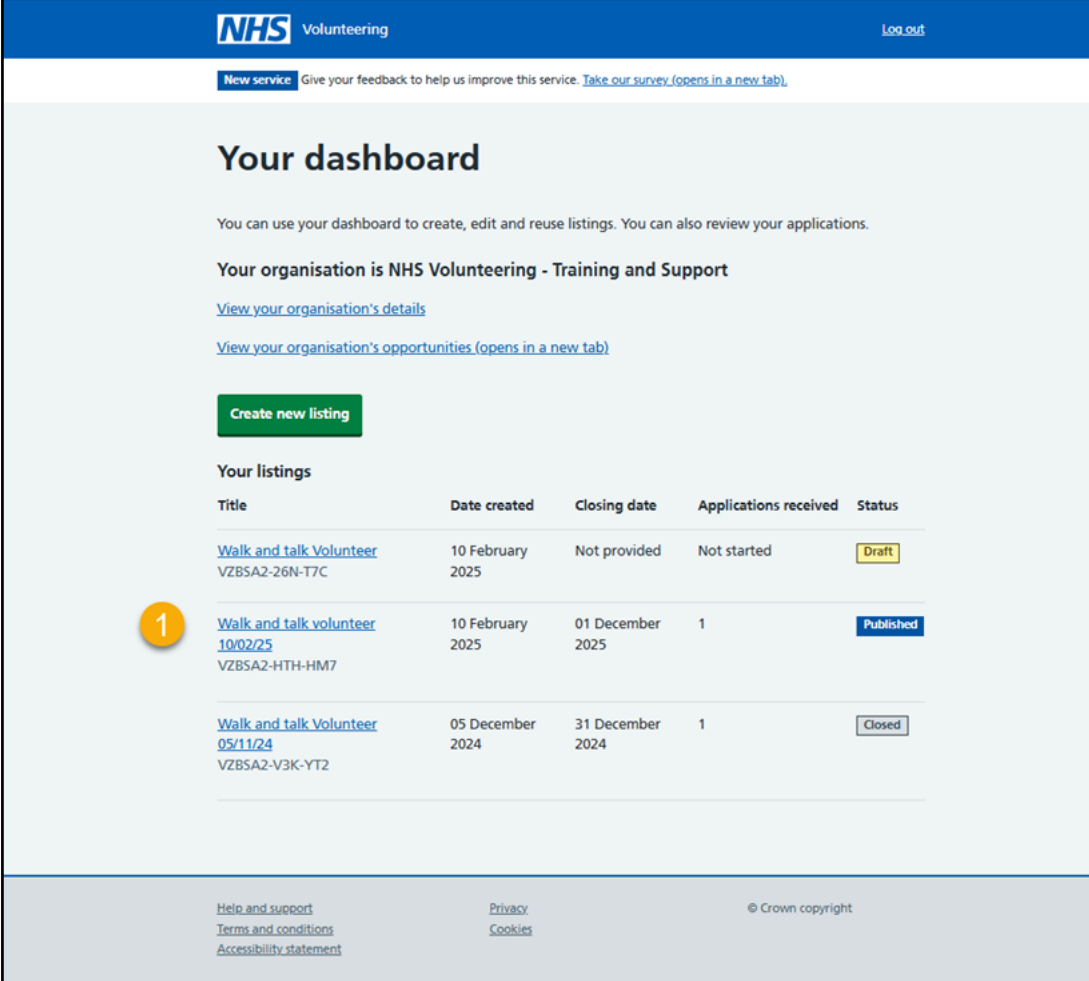
7 Title	8 Date created	9 Closing date	10 Applications received	11 Status
Walk and talk Volunteer VZBSA2-26N-T7C	10 February 2025	Not provided	Not started	Draft
Walk and talk volunteer 10/02/25 VZBSA2-HTH-HM7	10 February 2025	01 December 2025	1	Published
Walk and talk Volunteer 05/11/24 VZBSA2-V3K-YT2	05 December 2024	31 December 2024	1	Closed

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.



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 is titled 'Your dashboard' and includes instructions on how to use the dashboard. It also shows the user's organization as 'NHS Volunteering - Training and Support' with links to view organization details and opportunities. A 'Create new listing' button is visible. Below this is a table titled 'Your listings' with the following data:

Title	Date created	Closing date	Applications received	Status
Walk and talk Volunteer VZBSA2-26N-T7C	10 February 2025	Not provided	Not started	Draft
Walk and talk volunteer 10/02/25 VZBSA2-HTH-HM7	10 February 2025	01 December 2025	1	Published
Walk and talk Volunteer 05/11/24 VZBSA2-V3K-YT2	05 December 2024	31 December 2024	1	Closed

At the bottom of the page, there are 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: 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.

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](#)

Listing reference number: VZBSA-7C3-HK3

Walk and talk volunteer Live

- 1 Listing URL: <https://stage.nhs-volunteering.nhsbsa.net/volunteer/opportunity-listing/VZBSA-7C3-HK3>
- 2 Date published: 19 September 2024

Volunteer details will only be stored in accordance with our [privacy policy](#).

What you can do

- 3 [Edit live listing](#)
- 4 [View live listing \(opens in a new tab\)](#)
- 5 [View a printable application form for this listing \(opens in a new tab\)](#)
- 6 [Reuse this listing](#)
- 7 [Close the listing](#)

Your applications

8 Applicant	9 Date received	Application details
V-8T6-D6N	19 September 2024	10 View application

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[Accessibility statement](#)

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

Edit a live listing

Important: 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: VZBSA2-HTH-HM7

Walk and talk volunteer

10/02/25 Live

Before you can publish any changes to this listing, you need to complete each section.

You have completed 3 of 4 sections.

1. **Setting up a listing**
 - [Edit the title](#) Completed
2. **Edit an opportunity listing**
 - [Edit the summary](#) Completed
 - [Edit the description of the opportunity](#) Completed
 - [Edit what type of person are you 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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[Accessibility statement](#)

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.

NHS Volunteering
LOU.016

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

< Go back

Re-publish the listing

Check your answers before re-publishing your listing

Listing set up

Title	Walk and talk volunteer 10/02/25	Change
--------------	----------------------------------	------------------------

Listing details

Summary	<p>Main responsibilities: to encourage people to take part in walking activities around the site and help them along the way.</p> <ul style="list-style-type: none"> Shifts are available from 8am to 1pm, Monday to Friday. 	Change
Description of opportunity	<p>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.</p>	Change
Type of person	<p>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.</p>	Change
Application process	<p>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.</p>	Change
Who will support the volunteer	Volunteer Team Manager	Change
Location of opportunity	An area with varying locations	Change
Area	Leeds	Change
Radius	5 miles	Change
Area center point	THE ESTABLISHMENT BLENHEIM GROVE LEEDS LS2 9ET	Change
Availability	Shifts are available from 8am to 1pm, Mondays to Fridays.	Change
Contact details	<p>Contact: XXXXXXXXXX</p> <p>Email address: XXXXXXXXXX@nhs.uk</p> <p>Telephone number: XXXXXXXXXX</p>	Change

Application settings

How you want to receive applications	Yes	Change
Application Limit	Yes - 20	Change
Closing date	01 December 2025	Change

Before you update this listing

Check you are happy with the changes you have made to this live listing. After you update this listing any existing content you had before will be replaced.

3

Update listing

Preview listing

2

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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.

NHS Volunteering Log

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

[Go back](#)

NHS Volunteering - Training and Support

Walk and talk volunteer

10/02/25

The closing date for this opportunity is 01 December 2025.

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: 21 February 2025

Shifts available: Shifts are available from 8am to 1pm, Mondays to Fridays.

Reference Number: VZBSA2-HTH-HM7

Role locations: THE GROVE, LEEDS, LS10 1JH

Who will support you Volunteer Team Manager

What happens after you apply

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 - Training and Support](#)

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

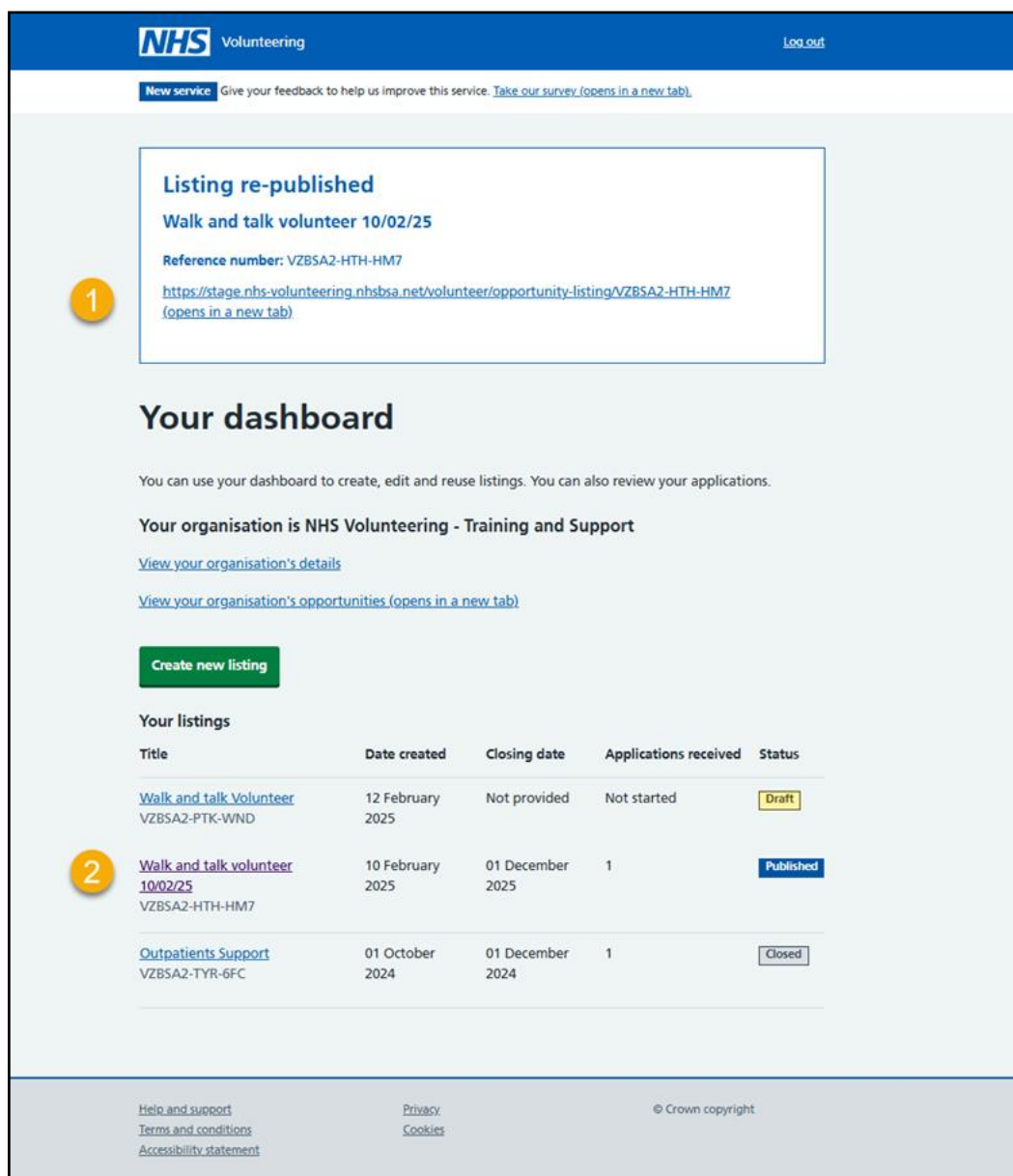
2 [Update listing](#)

3 [Go back to 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.



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 survey link. The main content area features a 'Listing re-published' notification for 'Walk and talk volunteer 10/02/25' 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. The 'Walk and talk volunteer 10/02/25' listing is highlighted with a '2' in a yellow circle, indicating it is the current listing. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice.

Listing re-published
Walk and talk volunteer 10/02/25
Reference number: VZBSA2-HTH-HM7
<https://stage.nhs-volunteering.nhsbsa.net/volunteer/opportunity-listing/VZBSA2-HTH-HM7>
(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 \(opens in a new tab\)](#)

Create new listing

Your listings

Title	Date created	Closing date	Applications received	Status
Walk and talk Volunteer VZBSA2-PTK-WND	12 February 2025	Not provided	Not started	Draft
Walk and talk volunteer 10/02/25 VZBSA2-HTH-HM7	10 February 2025	01 December 2025	1	Published
Outpatients Support VZBSA2-TYR-6FC	01 October 2024	01 December 2024	1	Closed

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Accessibility statement

Privacy
Cookies

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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)

NHS Volunteering

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

[Go back](#)

NHS Volunteering - test account - Walk and talk volunteer

The closing date for this opportunity is 01 December 2024.
The organisation may close this opportunity at any time based on their needs.

[Apply for this opportunity](#)

Summary
You will support our mental health services team with the running of the walk and talk activity.
You will encourage people to take part in this therapeutic and social activity. You will meet and greet people as they arrive and direct walkers along the designated route.

Am I the right person for this?
This opportunity will suit someone friendly, approachable and enthusiastic.
You don't need any previous experience, qualifications or training. You should have good people skills and enjoy the outdoors. You need to be reliable and be good at time keeping.
You need to be 16 or over to volunteer with us.

Useful information about the opportunity

Date posted:	15 August 2024
Shifts available:	Shifts are available from 8am to 1pm, Mondays to Fridays. Everyone is welcome to volunteer but we would encourage people to do it long-term.
Reference Number:	VZ85A-72T-W24
Role locations:	STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY
Who will support you	Ward Manager

What happens after you apply for this opportunity
We'll get in touch with you when we review your registration. This might take 2 weeks.
After that, we will book in a chat to get to know you a bit more.

1 [About NHS Volunteering - test account - updated Jen](#)

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

[Apply for this opportunity](#)

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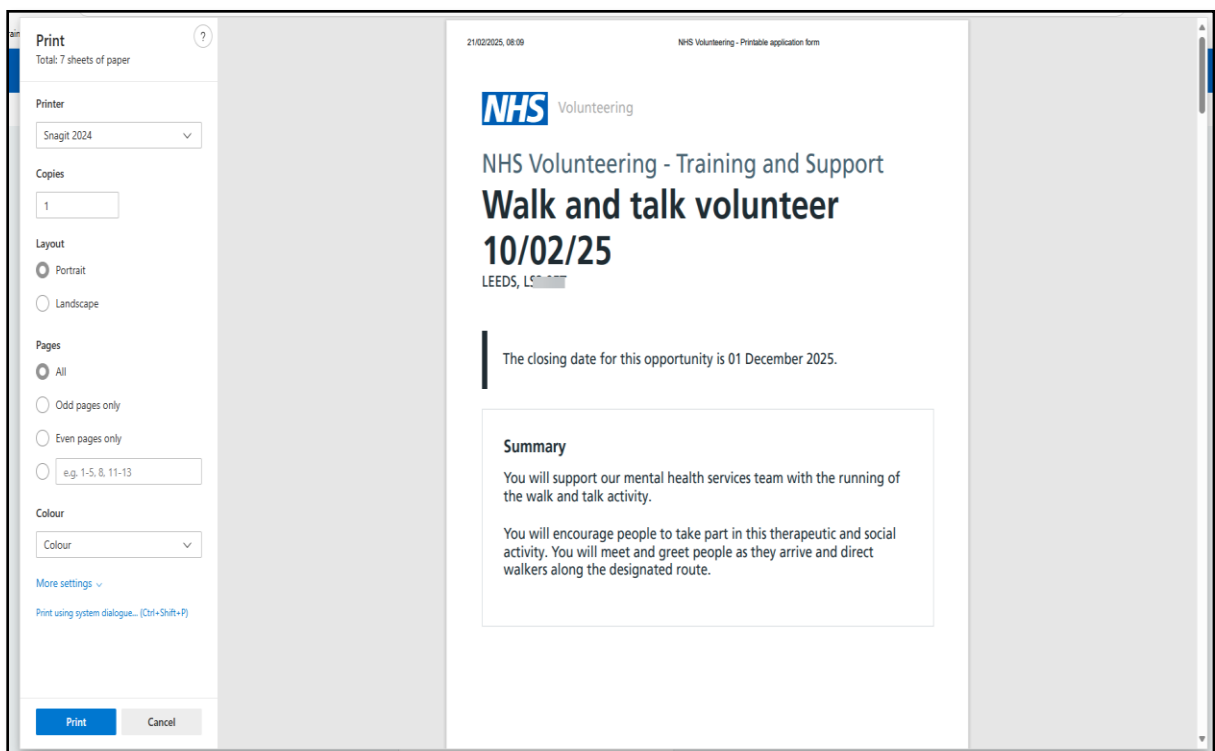
[Accessibility statement](#)

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 [‘Go back’](#) link if you don’t want to reuse the listing. (Optional)
2. Select the [‘Reuse listing’](#) button to reuse the listing.

NHS Volunteering [Log out](#)

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

1 < Go back

Listing reference number: VZBSA-DTD-Y35

Reuse the Walk and talk Volunteer listing

Reusing the listing will create a new listing using the same details.

You can still change any of the details before publishing the opportunity.

2 **Reuse listing**

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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.

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: VZBSA2-5C4-YRV

Walk and talk volunteer

10/02/25 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 2 of 4 sections.

- Setting up a listing**
 - [Add a title](#) Completed
- Create an opportunity listing**
 - [Add a summary](#) Completed
 - [Add a description of the opportunity](#) Completed
 - [What type of person are you looking for?](#) Completed
 - [Add an overview of the application process](#) Completed
 - [Add who will support the volunteer](#) Completed
 - [Add locations](#) Completed
 - [Add availability requirements](#) Completed
 - [Set the contact details](#) Completed
- Select application settings**
 - [Decide how you want to receive applications](#) Not started
 - [Set a closing date](#) Not started
- Publish the listing**
 - [Check your answers](#) Cannot start yet

Delete listing

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[Accessibility statement](#)

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.

NHS Volunteering [Log out](#)

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

1 [< Go back](#)

Are you sure you want to close this listing?

This will remove your listing from the service. Potential volunteers will no longer see it.

You will need to create a new listing if you want to advertise the same opportunity.

Agree to close this listing

2 I understand that closing this listing will remove it from the service.

3 [Close listing](#)

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[Accessibility statement](#)

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.

NHS Volunteering Log out

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

1 < Go back

Reference number: V-KPY-YMJ

Walk and talk volunteer

10/02/25 application

Date received: 10 February 2025

i This page includes the applicant's personal information.

Name	[Redacted]
Age	21 years and over
Address	1 Street Town NE1 6SN
Email Address	[Redacted].uk
Phone Number	[Redacted]
Your availability	Available every Monday
Support needed	[Redacted]
About you	I wish to discuss my availability with the volunteering service team I can only do 2 hours on a Tuesday and 2 hours on Thursday due to child care I have volunteered as a patient companion at my local Hospital for the past 5 years. I have recently moved home and I would like to continue volunteering in my new area. I consider myself a compassionate person and I enjoy spending time with people who need some warmth in their lives. In my previous role, I

2 **Print this page**

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You've reached the end of this user guide.

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