

## How to create and publish a volunteering opportunity

This guide explains how to create and publish a 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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## 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 'Create an opportunity listing' page on the NHS Volunteering service. It includes a blue header with the NHS logo and 'Volunteering' text. A 'Log out' link is in the top right. Below the header, there's a 'New service' section with a feedback link. A 'Go back' link is on the left. The main heading is 'Create an opportunity listing' followed by 'Add a search result preview'. A paragraph explains that this is a short overview of the opportunity. A 'Guidance' box lists requirements: including main responsibilities, a range of opportunities, and availability. It also provides links to examples and a volunteer perspective. Below the guidance is a text input field for the search result preview, with a 400-character limit. At the bottom, there are 'Save and continue' and 'Save and come back later' buttons, and a footer with links to help, terms, and privacy policies.

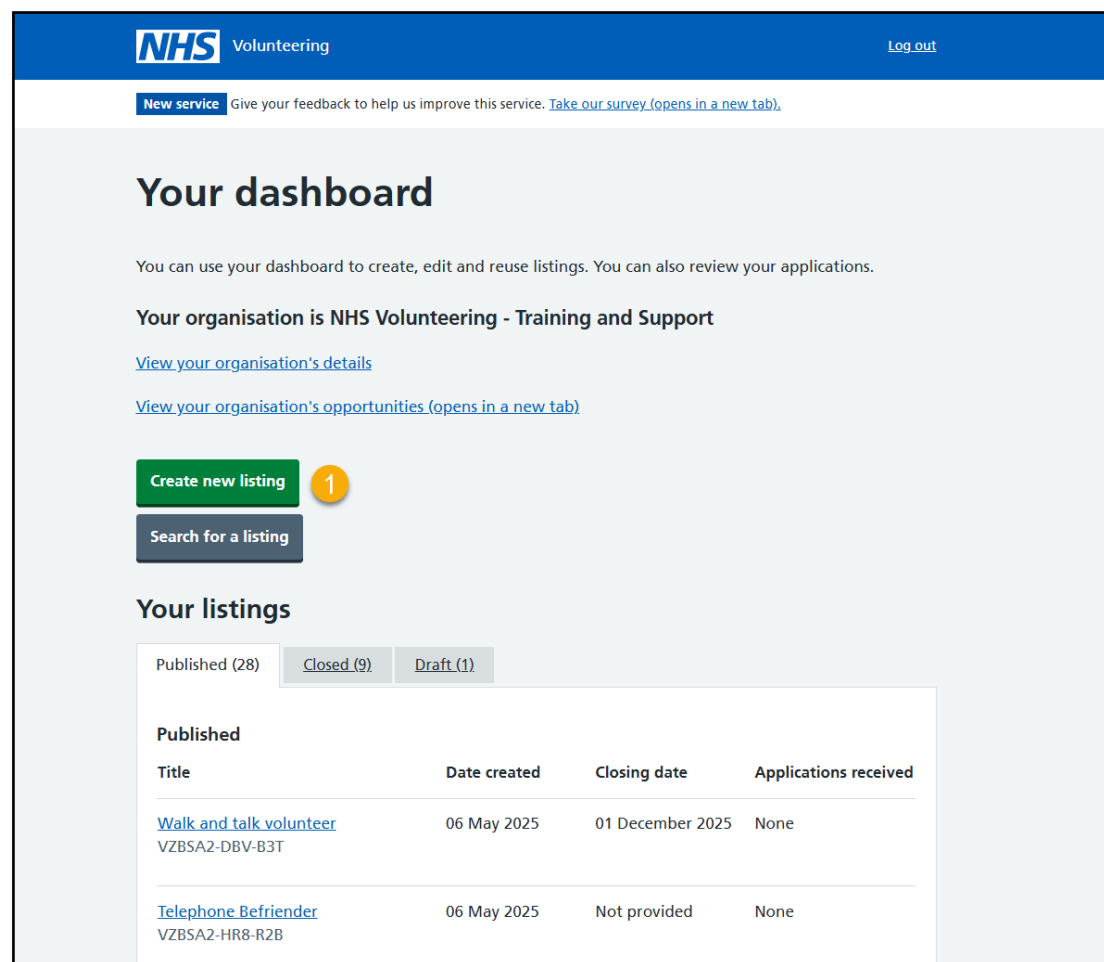
**Tip:** When using the 'Save and come back later' link you must add the information required on that page.

## 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 \(opens in a new tab\)](#).

## 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** 1

**Search for a listing**

### Your listings

Published (28) **Closed (9)** Draft (1)

Published			
Title	Date created	Closing date	Applications received
<a href="#">Walk and talk volunteer</a> VZBSA2-DBV-B3T	06 May 2025	01 December 2025	None
<a href="#">Telephone Befriender</a> VZBSA2-HR8-R2B	06 May 2025	Not provided	None

## 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

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

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

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

## 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 '[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 '[Add opportunity tags](#)' link.
11. Select the '[Choose search filters](#)' link.
12. Select the '[Decide how you want to receive applications](#)' link.
13. Select the '[Set a closing date](#)' link.
14. Select the '[Check your answers](#)' link.
15. Select the '[Delete listing](#)' button (Optional).

NHS Volunteering

Reference number: VZBSA2-YM5-6NC

### 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.

- Setting up a listing**
  - 1. Add a title Completed
- 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
  - 10. Add opportunity tags Not started
  - 11. Choose search filters Not started
- Select application settings**
  - 12. Decide how you want to receive applications Not started
  - 13. Set a closing date Not started
- Publish the listing**
  - 14. Check your answers Cannot start yet

[Delete listing](#) 15

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



## Add a summary

To add a summary, complete the following steps:

1. Select the guidance link to view example text (optional).
2. Enter the details in the **Enter a summary** text box.
3. 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

These are brief details of the opportunity. They will appear below the title in the search results.

**Guidance**

You need to include:

- the main responsibilities of the role you are advertising for
- the shifts that a volunteer might be asked to do

▶ [What a volunteer will see](#)

1

Enter a summary

B

2

You have 400 characters remaining.

If you have copied and pasted text, check it looks okay before continuing as sometimes formatting errors can occur.

3

**Save and continue**

[Save and come back later](#)

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

**Tip:** The search result preview 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 links to view example text (optional).
2. Enter the details in the **Enter a description of the opportunity** text box.
3. 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](#)

Enter a description of the opportunity

**2**

**1**

You have 1000 characters remaining.

If you have copied and pasted text, check it looks okay before continuing as sometimes formatting errors can occur.

**3**

**Save and continue**

[Save and come back later](#)

[Help and support](#)
[Terms and conditions](#)
[Accessibility statement](#)
[Privacy](#)
[Cookies](#)
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**Tip:** The summary 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. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Volunteering website interface. At the top 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 'What type of person are you looking for?'. It includes a 'Guidance' box with instructions on what to include (experience, type of person, age limitations) and what to consider for accessibility. A text box labeled 'Enter what type of person you are looking for' is shown with a large area for input. Below the text box, it says 'You have 1000 characters remaining.' and provides a tip about formatting. At the bottom, there is a green 'Save and continue' button and a link to 'Save and come back later'. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

**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. 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

[How you might describe the process](#)  
[Example for a generic opportunity](#)  
[Example if you recruit in cohorts or at specific times](#)  
[Examples of checks for all types of opportunities](#)

Enter an overview of the application process

**2**

**1**

You have 1000 characters remaining.

If you have copied and pasted text, check it looks okay before continuing as sometimes formatting errors can occur.

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

[Save and come back later](#)

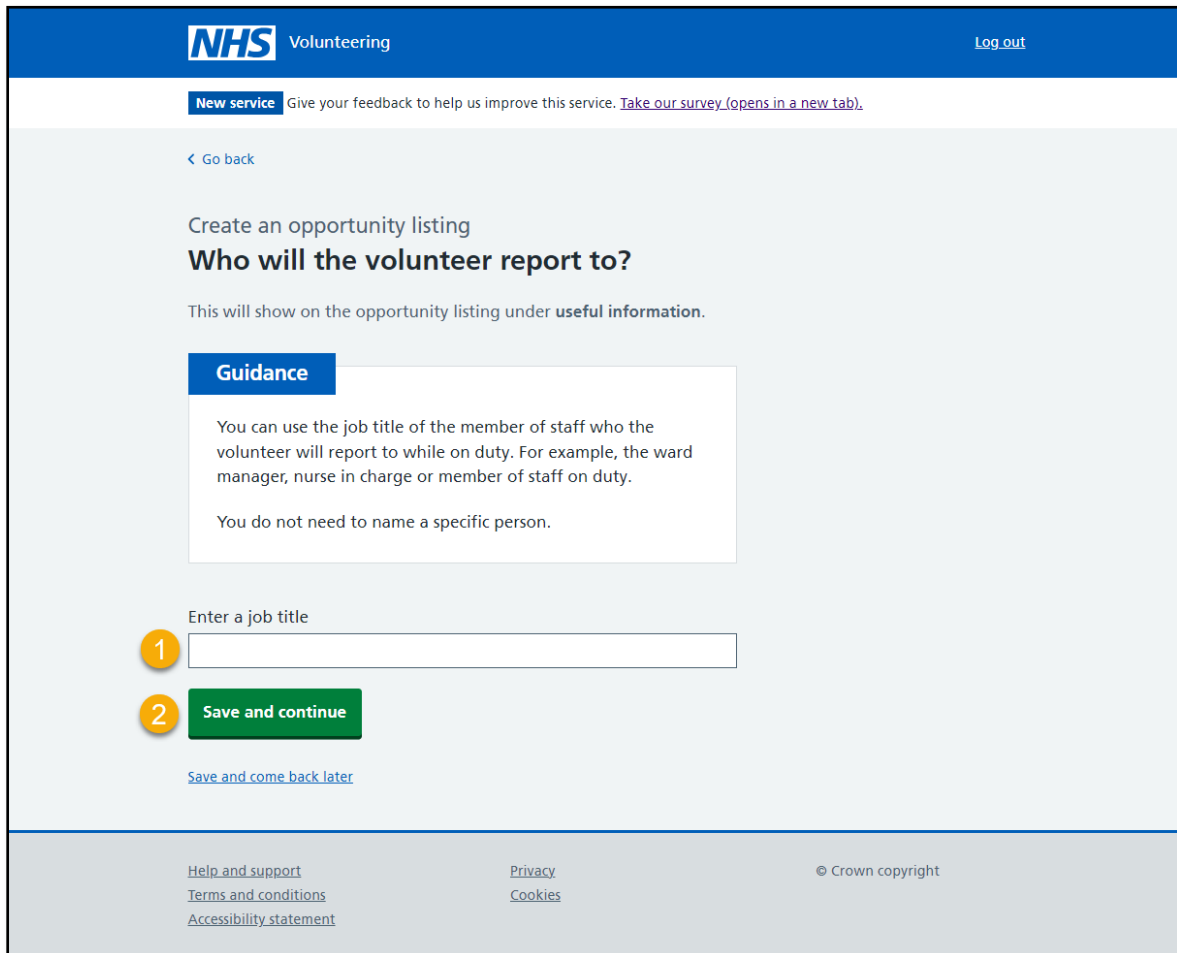
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[Terms and conditions](#) [Cookies](#)  
[Accessibility statement](#)

**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 is a blue header with the NHS logo, 'Volunteering', and a 'Log out' link. Below the header is a white banner with a 'New service' button and a feedback link. The main content area is light blue and contains a 'Go back' link, the title 'Create an opportunity listing', and the heading 'Who will the volunteer report to?'. A subtext states: 'This will show on the opportunity listing under **useful information**.' Below this is a 'Guidance' box with two paragraphs: 'You can use the job title of the member of staff who the volunteer will report to while on duty. For example, the ward manager, nurse in charge or member of staff on duty.' and 'You do not need to name a specific person.' Under the guidance is a text input field labeled 'Enter a job title' with a yellow circle containing the number '1' to its left. Below the input field is a green button labeled 'Save and continue' with a yellow circle containing the number '2' to its left. At the bottom of the main area is a link: '[Save and come back later](#)'. The footer is a grey bar containing 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:** This can be the name of the person or a job title.

## Where is this opportunity?

To confirm if 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 website interface. At the top is a blue header with the NHS logo, the word 'Volunteering', and a 'Log out' link. Below the header is a white banner with a 'New service' button and a feedback link. The main content area is light blue and contains a 'Go back' link, the heading 'Create an opportunity listing', and the title 'Where is this opportunity?'. A blue vertical bar contains the text: 'If your opportunity is remote then you may receive applications from anywhere in England.' Below this is the instruction 'Select one option'. There are three radio button options: '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 options is an 'or' separator. A green circle with the number '2' is next to a green 'Save and continue' button. Below the button is a link 'Save and come back later'. The footer is grey and contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

**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.

**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 location**

This is where the volunteer will carry out their activities.

**Guidance**

For multiple locations, you can add them one at a time after your first location.

Building number or name  
For example, 12 or AA surgery

1 Postcode  
For example, LS2 7UE

3 [Enter my address manually](#)

2 **Find address**

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

## 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

**2 Save and continue**

[Save and come back later](#)

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[Terms and conditions](#) [Cookies](#)  
[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 is a blue header with the NHS logo and 'Volunteering' text, 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 is light blue and contains a 'Go back' link, the heading 'Create an opportunity listing', and the title 'What is the address?'. The form includes five 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 'Save and come back later' is located below the 'Save and continue' button. The footer is a grey bar containing links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with the text '© Crown copyright'.

**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](#)

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

**Tip:** If all addresses are removed you will be returned to the 'Is this opportunity remote?' 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 is a blue header with the NHS logo, the word 'Volunteering', and a 'Log out' link. 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. It starts with a '< Go back' link, followed by the heading 'Create an opportunity listing' and 'Add an area name'. A 'Guidance' box contains instructions: 'This will be the location of the opportunity shown on your listing.', 'The area name could be the city, county or region.', and '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', which is marked with a yellow circle containing the number '1'. To the left of the input field is a yellow circle containing the number '2'. Below the input field is a green 'Save and continue' button, marked with the number '2'. Below the button is a blue link 'Save and come back later'. At the bottom of the page is a grey footer with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© 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 is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link on the right. Below the header is a white banner with a 'New service' message and a link to 'Take our survey (opens in a new tab)'. The main content area has a light blue background. It starts with a '< Go back' link, followed by the heading 'Create an opportunity listing' and the sub-heading 'Add a radius'. Below this are two tabs: 'Area' (selected) and 'Test', with a 'Change' link next to the 'Test' tab. The main section is titled 'Choose the radius that you want your opportunity to cover' and includes the text 'This is the size of the area that the opportunity may cover.' 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 yellow circle containing the number '1'), 'Up to 30 Miles', and 'Up to 50 Miles'. Below these options is a green 'Save and continue' button, which is marked with a yellow circle containing the number '2'. A link 'Save and come back later' is located below the button. The footer is a grey bar containing links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

**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 'Add an area centre point' form 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 an area centre point'. It features two input fields: 'Area' (with 'Leeds' and a 'Change' link) and 'Radius' (with '5' and a 'Change' link). Below these is a note about the postcode being used to set the radius. A 'Guidance' box provides instructions on choosing a central postcode, with examples like a library or shop. Below the guidance are three numbered steps: 1. 'Postcode' with an input field and example 'LS2 7UE'; 2. 'Find address' with a green button; 3. 'Enter address manually' with a blue 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	<a href="#">Change</a>
Radius	5	<a href="#">Change</a>

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](#)

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

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## 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 'Select an address' 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 'Select an address'. It includes a note: '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: '1' for '[redacted], LEEDS, LS2 9ET' and '2' for 'The address is not on this list'. A green 'Save and continue' button is at the bottom, with a 'Save and come back later' link below it. 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

Select an address

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

1 addresses found for [redacted] and 'LS2 9ET'

Select one option

1 ☐ [redacted], LEEDS, LS2 9ET

or

2 ☐ The address is not on this list

Save and continue

[Save and come back later](#)

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[Terms and conditions](#) [Cookies](#)  
[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 is a blue header with the NHS logo, the text 'Volunteering', and a 'Log out' link. 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 is light blue and contains a 'Go back' link, the heading 'Create an opportunity listing', and the title 'What is the address?'. The form includes five 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 'Save and come back later' is located below the 'Save and continue' button. The footer is a grey bar containing links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with the text '© Crown copyright'.

**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	<a href="#">Change</a> 1
Radius	5	<a href="#">Change</a> 2
Area centre point	LEEDS LS2 9ET	<a href="#">Change</a> 3

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

4 [Save and continue](#)

[Save and come back later](#)

[Help and support](#) | [Privacy](#) | © Crown copyright  
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## 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. 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 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](#)

Enter details of the availability

**2**

**3** **Save and continue**

[Save and come back later](#)

You have 300 characters remaining.

If you have copied and pasted text, check it looks okay before continuing as sometimes formatting errors can occur.

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

**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 is a blue header with the NHS logo, 'Volunteering', and a 'Log out' link. 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. It starts with a '< Go back' link. The title 'Create an opportunity listing' is followed by the question 'Are these contact details correct for this listing?'. Below this is a sub-header 'This is where you want to receive enquiries about the opportunity. These details will show on the opportunity listing.' A white box contains the contact details: 'Contact: Wayne Liddle', 'Email address: [redacted]', and 'Telephone number: [redacted]'. Below the box, the text 'Select one option' is followed by two radio buttons: 'Yes' (marked with a yellow circle containing '1') and 'No, I want to change them'. Below these is a green 'Save and continue' button (marked with a yellow circle containing '2') and a blue link 'Save and come back later'. The footer is a grey bar with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

**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.

**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

Wayne Liddle

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

1

Work telephone number (optional)

2

2 [Save and continue](#)

[Save and come back later](#)

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[Accessibility statement](#)

## Add opportunity tags

**Important:** These tags will be displayed along with the summary of your opportunity to help potential volunteers.

To add **up to three** opportunity tags:

1. Select the relevant check boxes.  
Or
2. Select 'I don't want to use any tags'.
3. 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 opportunity tags

**Guidance**

Adding tags to your opportunity listing will help volunteers in seeing highlighted information that's important for your opportunity.

For example, if you need a volunteer to see that no experience is required for your opportunity, you can select 'No experience needed'.

You can select up to 3 tags for your opportunity.

Here's an example of what your opportunity tags look like to a volunteer.

0.8 miles away

**Patient transport driver**

**Leeds**

Leeds Teaching Hospitals NHS Foundation Trust

[Need a car](#) [No experience needed](#)

[Need a criminal record check](#)

You will drive disabled, elderly, sick or vulnerable people to and from outpatient clinics, day care centres and routine hospital admissions.

Select up to 3 tags that you want to use in your listing.

☐ No experience needed  
☐ Patient facing  
☐ Need a car  
☐ Need a driving license  
☐ Need a criminal record check  
☐ Suitable from age 16  
 or  
☐ I don't want to use any tags

**1** **2** **3** [Save and continue](#)

[Save and come back later](#)

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

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## Choose Search filters for your opportunity

**Important:** Select all the options that apply for each filter. For example, if your opportunity could be at any time, select both 'Weekday' and 'Weekend'.

Only select 'none or neither of these' if none of the options for that filter are relevant.

If you select 'none or neither of these' and a volunteer chooses an option for that filter, your opportunity will not display.

To add filters:

1. Select the options that apply to your listing from each section.  
Or
2. Select 'Neither / None of these' if none apply for each section.
3. Select the '[Save and continue](#)' button.

The screenshot shows the 'Choose search filters for your opportunity' page on the NHS Volunteering website. The page has a blue header with the NHS logo and 'Volunteering' text. Below the header, there's a 'New service' button and a feedback link. The main heading is 'Create an opportunity listing' followed by 'Choose search filters for your opportunity'. A 'Guidance' box explains that search filters help find more specific results and provides an example: 'For example, if you needed someone to help tidy the gardens of a hospital on the weekend you might select 'Healthcare facility', 'Gardening and DIY' and 'Weekend' for your filters. The volunteer won't see how you define it, it only helps them in finding relevant opportunities.' The form contains five sections, each with a 'Select any that apply' instruction and a list of checkboxes. Each section has a numbered orange circle (1 or 2) indicating a step. The sections are: 1. 'Where is the setting of your opportunity?' with options 'Healthcare facility', 'Community support', and 'Neither of these'. 2. 'Who is the volunteer working with?' with options 'Children', 'Older people', 'People that need mental health support', 'People with physical disabilities', 'People with learning disabilities', and 'None of these'. 3. 'What type of volunteering is your opportunity?' with options 'Admin', 'Driving', 'With people', 'Non-public facing', 'NHS Fundraising', 'NHS Retail', 'Gardening and DIY', and 'None of these'. 4. 'What age can your volunteer be?' with options 'Under 18', '18 and over', and 'Neither of these'. 5. 'What availability are you looking for?' with options 'Weekday', 'Weekend', and 'Neither of these'. At the bottom, there is a green 'Save and continue' button and a small link 'Back and come back later'.

**Tip:** Select the [Take our survey](#) link to feedback on the filters and any part of the NHS Volunteering service.

## 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

2 ☒ No, I want to use an external link

Enter the external link where you want to receive applications

**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?

**Important:** You can only set an application limit if you have chosen to have volunteers apply using the NHS Volunteering service.

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

1. Select an answer:
  - 'Yes'
  - And enter number of applications you want to set the limit at in the **Enter limit of applications** text box
  - Or
  - 'No, I don't want to set an application limit'
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 set an application limit?

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.

☒ Yes

1 Enter limit of applications

☐ No, I don't want to set an application limit

2 [Save and continue](#)

[Save and come back later](#)

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[Accessibility statement](#)

**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 website interface. At the top is a blue header with the NHS logo, the word 'Volunteering', and a 'Log out' link. Below the header is a white banner with a 'New service' button and a link to 'Give your feedback to help us improve this service. Take our survey (opens in a new tab)'. The main content area has a light blue background. It starts with a '< Go back' link. The title 'Select application settings' is followed by the question 'Do you want to set a closing date?'. Below this is a subtext: 'This will show as the last date to register for this opportunity.' A 'Guidance' box contains two paragraphs: 'You can change the closing date anytime including after the listing is published.' and 'Once it closes you will need to create a new listing if you want to advertise the opportunity again.' Below the guidance box, the text 'Select one option' is followed by two radio buttons: 'Yes' and 'No'. The 'Yes' option is selected. To the left of the radio buttons are orange circles with the numbers '1' and '2'. Below the radio buttons is a green 'Save and continue' button. At the bottom of the form is a link: 'Save and come back later'. The footer is a grey bar with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', and a copyright notice: '© Crown copyright'.

**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.

**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

### Enter a closing date

This will show as the last date to register for this opportunity.

**Guidance**

You can choose a listing date up to 365 days away from now.

The listing will close at 23:59 on the day you choose.

**Enter a date**

Day Month Year

1

2 [Save and continue](#)

[Save and come back later](#)

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[Accessibility statement](#)

**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	<a href="#">Change</a>
-------	-------------------------	------------------------

Listing details

Summary	Main responsibilities: to encourage people to take part in walking activities around the site and help them along the way. Shifts are available from 8am to 1pm, Monday to Friday.	<a href="#">Change</a>
Description of opportunity	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.	<a href="#">Change</a>
Type of person	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.	<a href="#">Change</a>
Application process	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. You may need to provide proof of identity and address, and verify that you are eligible to volunteer in the UK.	<a href="#">Change</a>
Who will support the volunteer	Volunteer Team Manager	<a href="#">Change</a>
Where is this opportunity?	The volunteer can do this remotely from their home	<a href="#">Change</a>
Availability	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. We understand that everyone has different schedules, and we value any time you can offer to support us.	<a href="#">Change</a>
Contact details	Contact: Wayne Liddle Email address: Wayne.Liddle@nhs.uk Telephone number: 01234 567890	<a href="#">Change</a>
Opportunity tags	Need a car Need a driving license Suitable from age 16	<a href="#">Change</a>
Search filters	Where is the setting of your opportunity? Community support Who is the volunteer working with? Older people What type of volunteering is your opportunity? With people What age can your volunteer be? 18 and over What availability are you looking for? Weekday Weekend	<a href="#">Change</a>

Application settings

How you want to receive applications	Yes, I want to receive applications through NHS Volunteering	<a href="#">Change</a>
Application Limit	No	<a href="#">Change</a>
Closing date	No closing date set	<a href="#">Change</a>

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

[Save and come back later](#)

**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 tasklist.

**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-VP5-KNY

**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  
Terms and conditions  
Accessibility statement

Privacy  
Cookies

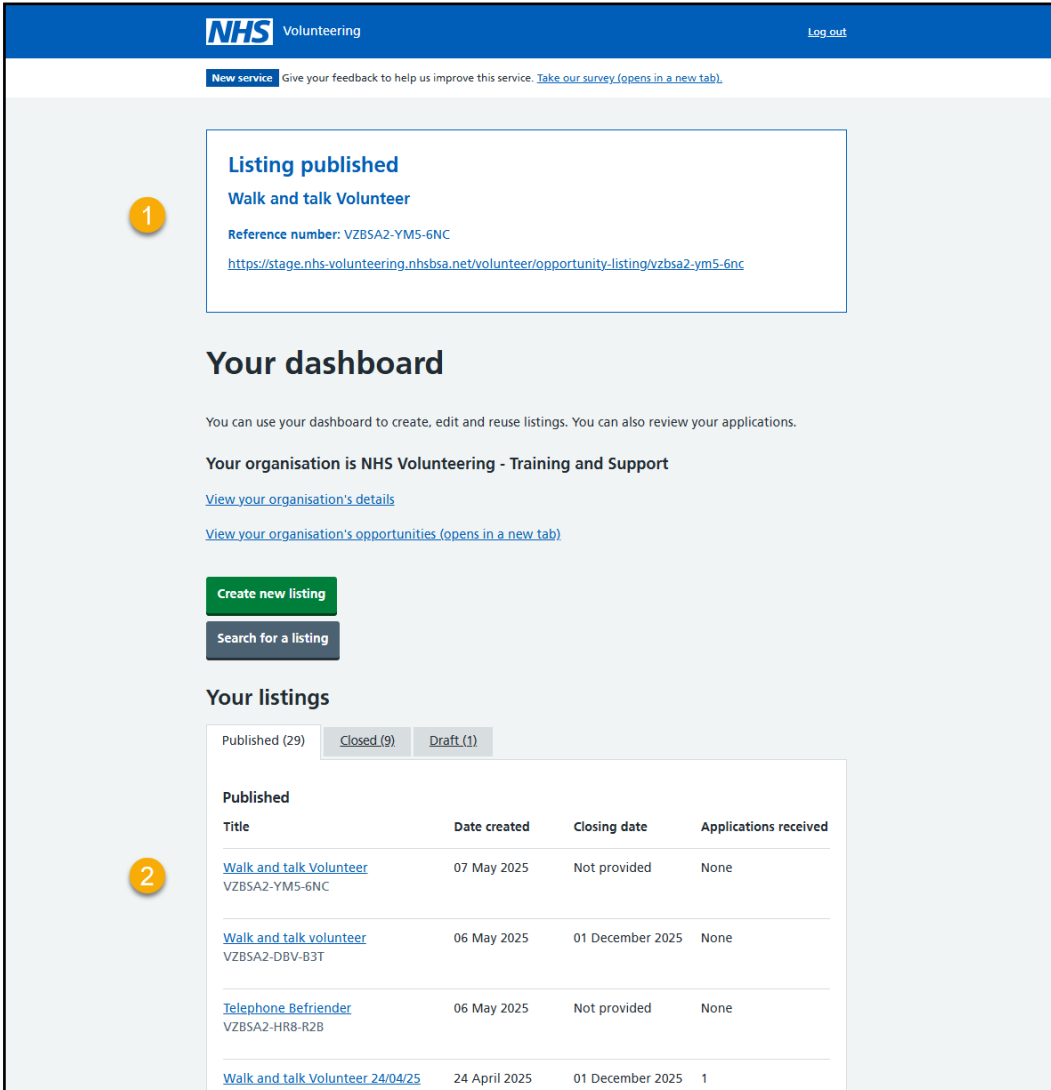
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**Tip:** Select the blue plus icons to view information about your organisation and who to contact.

## 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's a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. A yellow circle with the number '1' points to a 'Listing published' box. This box contains the title 'Walk and talk Volunteer', the reference number 'VZBSA2-YM5-6NC', and a link to the listing page. Below this, the 'Your dashboard' section provides instructions on using the dashboard and lists the organization as 'NHS Volunteering - Training and Support'. It includes links to view organization details and opportunities, and buttons for 'Create new listing' and 'Search for a listing'. The 'Your listings' section has tabs for 'Published (29)', 'Closed (9)', and 'Draft (1)'. A yellow circle with the number '2' points to a table of published listings.

Title	Date created	Closing date	Applications received
<a href="#">Walk and talk Volunteer</a> VZBSA2-YM5-6NC	07 May 2025	Not provided	None
<a href="#">Walk and talk volunteer</a> VZBSA2-DBV-B3T	06 May 2025	01 December 2025	None
<a href="#">Telephone Befriender</a> VZBSA2-HR8-R2B	06 May 2025	Not provided	None
<a href="#">Walk and talk Volunteer 24/04/25</a> VZBSA2-5WU-42H	24 April 2025	01 December 2025	1

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.

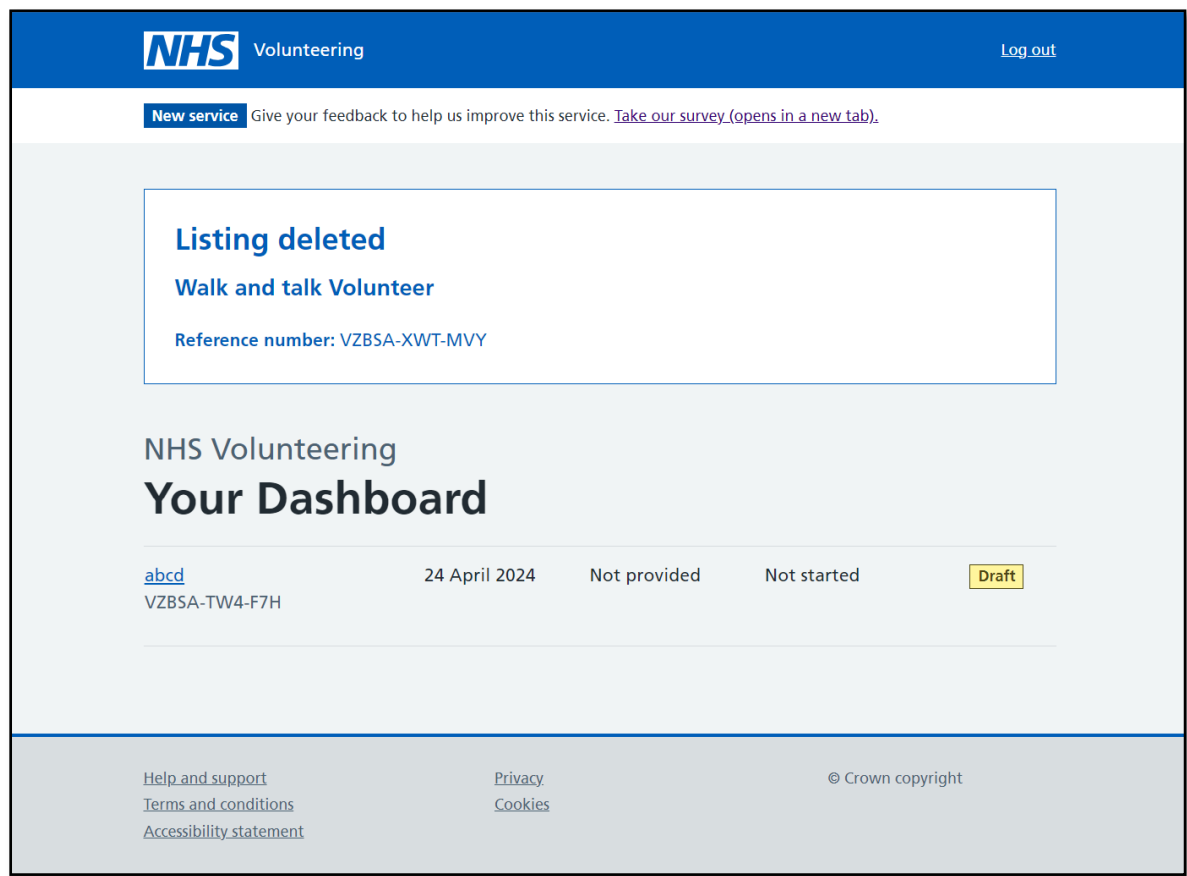
To go back to the task list or delete the draft listing, complete the following steps:

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

The screenshot shows the NHS Volunteering website interface. At the top is a blue header with the NHS logo and 'Volunteering' text, 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. It features a numbered step indicator '1' with a left arrow and the text 'Go back'. Below this is the heading 'Are you sure you want to delete this listing?' in a large, bold font. Under the heading is a warning message: 'You will not be able to access or edit this listing once you delete it.' Below the warning is another numbered step indicator '2' followed by a red button labeled 'Delete listing'. At the bottom of the page is a light grey footer containing links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with the text '© Crown copyright'.

Listing deleted

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



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

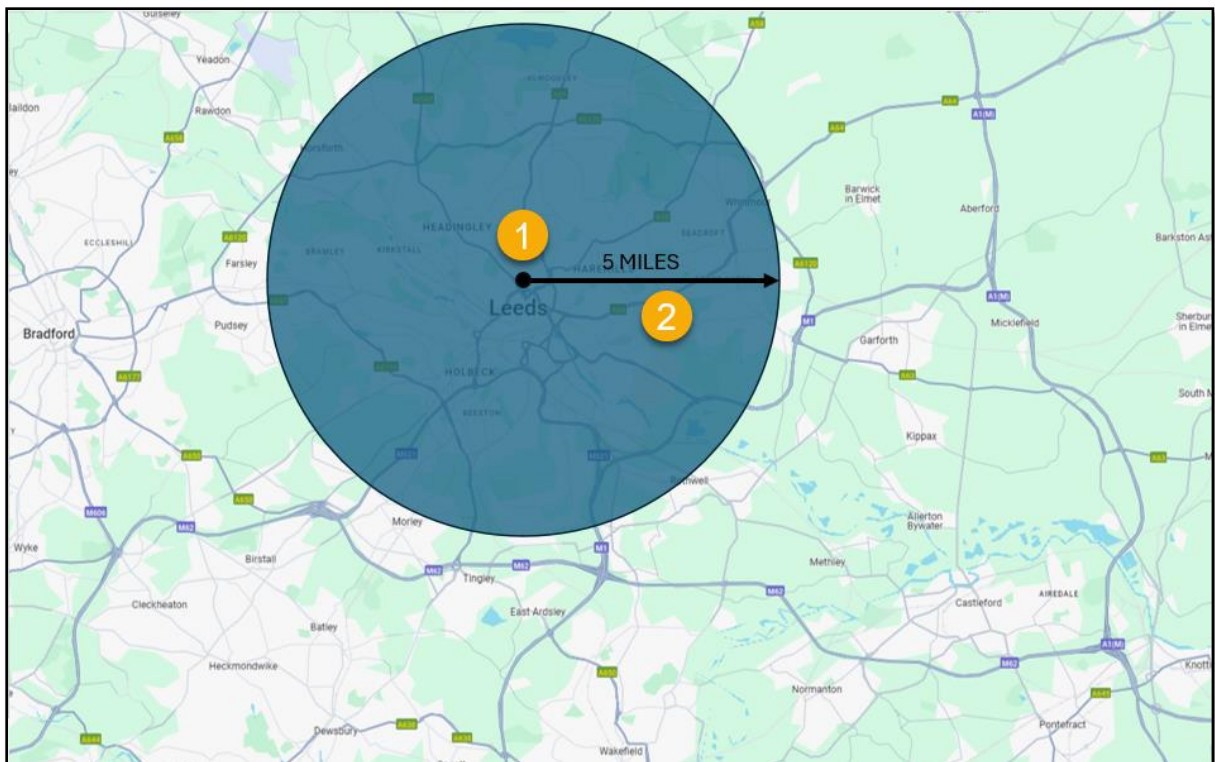
When an opportunity covers an area, you should:

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.](#)