

## Northumberland CVA Volunteer Connect - Guidance for completing opportunity template

### Mandatory information

Heading	Function	Guidance
Opportunity Live	Tick this box to make your opportunity visible to the public	
Role Title	The name of your volunteering opportunity.	No need to include 'Volunteer'  See 'Northumberland CVA Volunteer Connect - Writing effective volunteer opportunity adverts' for further guidance
Description	<p>Include all the relevant information about the opportunity that is not included elsewhere on the form. Describe the role not the organisation.</p> <p>Include details of the times / days or amount of time each week / month that the role requires.</p>	<p>Consider the formatting so that it is not solid text – maybe include a list of tasks and insert breaks between paragraphs.</p> <p>This is your main advert for the role so try and use plain English and make it reader friendly by using language such as 'you will' rather than 'the volunteer will'.</p> <p>Check for grammar and spelling – this is a public document which presents and promotes your organisation as well as the role.</p> <p>See 'Northumberland CVA Volunteer Connect - Writing effective volunteer opportunity adverts' for further guidance</p>

Short description	This is the text that will be available initially when prospective volunteers are searching for opportunities.	<p>Try to make it something that will encourage prospective volunteers to want to find out more and see the full opportunity details.</p> <p>There is a 500 character limit for this.</p> <p>See 'Northumberland CVA Volunteer Connect - Writing effective volunteer opportunity adverts' for further guidance</p>
Advertising start date	This is the date you would like the opportunity to first appear publically.	You can enter in advance of the start date and it will be automatically added on the date specified.
Advertising end date	This is the date you would like the opportunity to be removed from the public site.	<p>The role will be removed automatically and will no longer be on view to the public. However, the details will still be available to you should you wish to promote the opportunity at a later date.</p> <p>The longest you can set the promotion to run is 12 months. After this you will need to re-set the start and end dates for a further period to ensure on-going promotion. If you intend to extend the promotion period, it is always a good idea to check what information you have included to ensure that it is still all relevant and accurate.</p> <p>If you wish to remove an opportunity before the set end date you can do this by changing the end date or unticking the 'Opportunity live' box at the start of the form and ticking the 'Closed' which appears next.</p>

Closed	Tick this box to remove opportunity from the public site.	
Contact name	This is the person prospective volunteers can contact about the role or application	
Private phone	You may want to include a direct line number that would only be available to Northumberland CVA staff. This would not be passed to prospective volunteers.	
Public phone	This number would be available to prospective volunteers on the website.	
Contact email for this role	This must be included to enable prospective volunteers to register their interest in your opportunity on-line.	
Available in multiple location	Tick this box if your opportunity is available in more than 1 location.	When a prospective volunteer does a search based on distance from home, if this box is ticked it will always appear in their list of potential opportunities.
Role address	Include the address where the volunteering opportunity (not the organisation address) will take place.	If available in multiple locations please state general locations such as Morpeth, Berwick, Hexham or across Northumberland as appropriate.
Postcode	If volunteering takes place at just one location, include postcode of venue.	This must be included to help with potential volunteer area searches but leave blank if multiple locations.
Directions	You may want to include information on how to get to the opportunity location by car or public transport.	If the venue is hard to find, nearest landmarks or other information could be helpful.

<p>How long will you take to respond to enquiries about the role?</p>	<p>Leave this blank unless you can absolutely guarantee responding within the stated time</p>	<p>Please be realistic about how quickly you will be able to respond to prospective volunteers.</p> <p>Prospective volunteers are keen to progress their applications. Many volunteers are lost to organisations because they do not receive a response or acknowledgement from an organisation within a reasonable time or at all.</p> <p>If you are no longer recruiting to a particular role, then remove it from the website until you need to recruit again. It saves everybody time and effort.</p>
<p>One off volunteering role</p>	<p>Tick this box if you are recruiting to a standalone event such as a standalone fundraising event and it is not an on-going role.</p>	<p>Put details of date and times needed in description.</p>
<p>For individuals</p>	<p>Tick if your opportunity is suitable for individuals</p>	
<p>For groups</p>	<p>Tick if your opportunity is suitable for groups</p>	<p>Sometimes friends or staff groups want to volunteer together or you may want to encourage families to volunteer together.</p> <p>Tick this box and you might want to include some additional information in the main description box above to clarify.</p>
<p>Number of volunteers required</p>	<p>Complete this if you have a set number of opportunities available otherwise leave blank.</p>	<p>Don't forget to remove the opportunity when you have recruited enough volunteers. Remember you can easily re-activate the details if you need to recruit again.</p>

How to find out more	<p>Include a contact name, telephone number and email address relevant for the particular opportunity.</p> <p>Your organisations website will automatically be added to the opportunity details.</p>	Try to include an actual name, rather than a role title or department as it is more volunteer friendly.
<b>SKILLS</b>		
Skills required	From the list tick the skills prospective volunteers need – there may be none that you think apply, if so leave blank.	Only list essential skills. Do not include any that are unnecessary or for which you will be providing training.
Skills description	Include the essential skills /abilities / qualifications that prospective volunteers need that have not been highlighted elsewhere.	
Benefits from this role	Provide details of how the volunteer may benefit from undertaking this opportunity and being part of your organisation.	<p>Use this section to detail what the volunteer will gain if you volunteer for this role.</p> <p>As with the opportunity description you need to express it in an engaging fashion. Many volunteers state that gaining or improving skills was one of the motivations for volunteering</p>
<b>Which age ranges is the role open to?</b>		
Age ranges	<p>Tick 17 and under if your opportunity is suitable for young people under 18.</p> <p>Please tick 18 and over if you are only able to take adults.</p>	Please state your minimum age in the role description at start of form if under 18 years.
<b>Activities</b>		
Activities	Tick the main activities that are associated with the opportunity.	Try to limit your selection to a maximum of 5 activities. This will help make prospective volunteers searches more accurate.

Volunteers are asked to complete or provide		
Application form	Tick those that apply to the opportunity	
DBS criminal record check		
References		
Informal discussion		
Please tick the kinds of support the volunteer will receive		
Induction and training	All volunteers should receive initial induction and training appropriate to the role.	If you are unable to confirm this please contact Northumberland CVA for advice – 01670 858688 or <a href="mailto:volunteering@northumberlandcva.org.uk">volunteering@northumberlandcva.org.uk</a>
Child/carer expenses		You can give details of rates in 'Other support' text box below.
Regular support and supervision	All volunteers should receive regular support and supervision	If you are unable to confirm this please contact Northumberland CVA for advice – 01670 858688 or <a href="mailto:volunteering@northumberlandcva.org.uk">volunteering@northumberlandcva.org.uk</a>
Food expenses		You can give details of rates in 'Other support' text box below.
Disabled access available		If working at multiple locations and not all venues have disabled access, please give details in 'Other support' text box below

<b>Safeguarding policy</b>	It is good practice to have a safeguarding policy. If your opportunity is available to anyone under 18 years old this is a mandatory requirement	If you do not have a safeguarding policy, please contact Northumberland CVA for advice – 01670 858688 or email <a href="mailto:volunteering@northumberlandcva.org.uk">volunteering@northumberlandcva.org.uk</a>
Travel expenses		You can give details of rates in 'Other support' text box.
Other support	Add specific details of the support you provide.	This can include details of any training courses or programmes, development opportunities, support and supervision arrangements, rate of travel / meal / caring expenses etc.
<b>Is this role covered by your existing insurance policy?</b>	Volunteers should be specifically included in your organisation's insurance policies	If you are unable to confirm this please contact Northumberland CVA for advice – 01670 858688 or <a href="mailto:volunteering@northumberlandcva.org.uk">volunteering@northumberlandcva.org.uk</a>
Inclusive volunteering	Add any groups you particularly welcome or have the resources to support.	
<b>Availability</b>		
When do you need volunteers?	Please indicate all the times that prospective volunteers may be able to undertake this role.	You may want to include more specific information in the main description such as actual days / times of group/event.