Advertising your Roles

Registration

Go to our website:
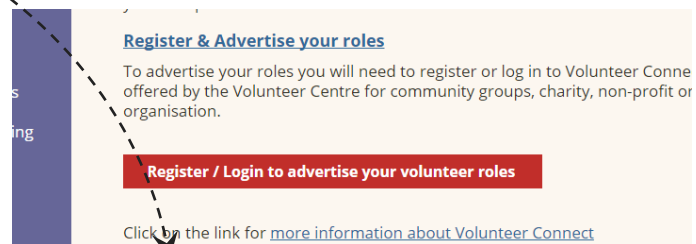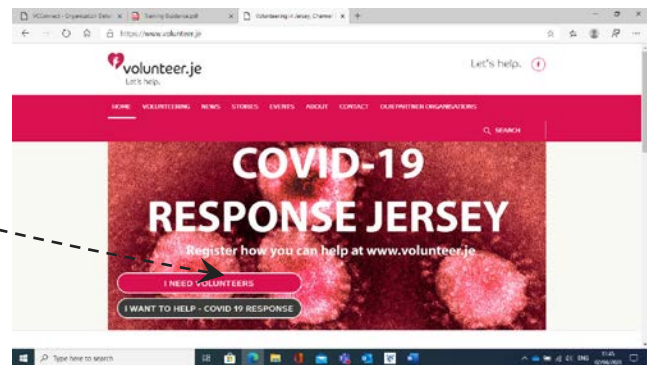www.volunteer.je

Click on '**I NEED VOLUNTEERS**'

on next page...

Click on: '**Register / Login**...'

This will open the login / registration page in a new tab – see below.

Register & Advertise your roles

To advertise your roles you will need to register or log in to Volunteer Conne~~~~ offered by the Volunteer Centre for community groups, charity, non-profit or~~ organisation.

Register / Login to advertise your volunteer roles

Click on the link for more information about Volunteer Connect

Already registered ?

If you've previously registered with volunteer.je:

- enter your username (email address) and password, and
- click **log in**

Not yet registered?

Click the **Register** button – brings up the *Sign Up* page

Enter your name, surname, e-mail address & create a password
Click S*ave*

Sign Up

First Name	
Surname	
Email Address for Login	
Confirm Email Address	
Password	
Confirm Password	

Save

Organisation Profile

You have been registered.

Organisation

Select your organisation - this will automatically complete most of the information below.

Type your organisation name in the box below to bring up a list of matching organisations.

If you are not already on the list, completing this form will add it to our database.

Organisation: Voluntary Action

- Third Sector Essentials - GIO Project
- Voluntary Action Barnsley
- Voluntary Action Calderdale
- Voluntary Action Charnwood
- Voluntary Action Epping Forest
- Voluntary Action Kirklees
- Voluntary Action Leeds

Building

House Number

Street

Town

County

Postcode

Phone

Start to type in your organisation name:

- it will auto-complete if your organisation is already on our database – all the fields will then auto populate. Now review & update as needed.

Not aready on?
Complete all the fields:

- **Contact details** of main contact point for your organisation
- **Aims and activities** of the organisation
- **Client groups** your org works with
- Areas of **interests** (cause / focus), that your organisation fits into.

Once this information is completed, click **Save.**

When you newly register you'll be notified by e-mail that your registration is pending and will be reviewed by Volunteer Centre Staff.

Once reviewed by the VC staff team you will receive an email confirming this.
Once your registration is reviewed & confirmed you will be able to:
- Add roles
- Search the Volunteer Bank
- Invite specific volunteers to apply for a role
- Edit your organisation profile
- Manage your password

Once your registration has been approved by the Volunteer Centre you will receive an email confirming this.

When you next login you will be able to add and edit your roles.

Editing existing roles

Click on **add/edit roles** on the menu bar

To edit a role please click on the **show details**.

1. The advertising dates are correct.
2. The 'closed' button. Ticking the closed button will take a role off the website, leaving it open / un-ticked means the role will be advertised online.
3. Contact e-mail: This will be emailed to volunteers who register an interest in the role and will also receive notification of all applications
4. There are some new fields which you can complete for each role these are:
   - Number of Volunteers required
   - How to find out more e.g. details of a recruitment drop in session
   - Skills required
   - Benefits from this role
5. Click save and the changes will be made automatically

Add a role or edit a role

Click on **add/edit roles** on the menu bar:
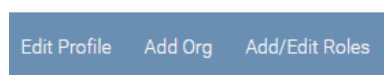
This opens up the role management page, where you'll see:

Blue horizontal strip with menu items
   Add role button
   Open Roles box: this lists any roles you have previously advertised & haven't deactivated (by ticking 'closed')
   Past Roles box: lists roles that are currently 'closed' (deactivated / not advertised)

To **Add a new role**	To **Edit an existing role**
click on *add role*	click on **show details** button (under role title)

Now you can edit role descriptions, contact details & advertising dates. Please check:

1. Advertising dates
2. The 'closed' tick box: tick this to take a role off the website, un-ticked to advertise role.
3. *Phone* VS *public phone*:
4. Contact e-mail: is seen by volunteers who register an interest in the role. This inbox will also receive notification of all applications
5. Addition info for each role:
   - Number of Volunteers required
   - How to find out more e.g. details of a recruitment drop in session
   - Skills required
   - Benefits from this role
6. **Save!**

Managing your Volunteers

Once logged in there is a short video demonstrating how this dashboard works.

Click **Manage Volunteers** on the main menu bar.

Manage Volunteers Dashboard

Volunteers In Progress

The Status option 'Contacted' used to be named Invited Awaiting Reply
The headings can be filtered by clicking on the filter symbol, To clear a filter (search) click the CLEAR button
To update a record click EDIT and Click UPDATE to save the record.

		Name ↑	Role	Post code	Status	Profile	Notes	Last Edited	Started Volun...	End Date	Volun... Hours
▸	✎ Edit	Jill Malcol...	Garden...	S1	Stopped	I am interested in gardening	Email Jill again	10/12/...	05/12/...	07/12/...	
▸	✎ Edit	Peter Test	Garden...	S1	Regist... Interest	Something about me		01/11/...			

When viewing a role you can view what stage you are at, in terms of contact with the volunteers.

Volunteers in Progress dashboard
Please note click the UPDATE button to save all edits and updates on the dashboards.

These three dashboards provide you with the option to invite volunteers to apply for your role, include notes against the volunteer, flag when they start volunteering etc.

1. Volunteers in Progress - Flags the progress and status of your volunteers, e.g. volunteers contacted, application in progress, volunteers started

2. Possible Matching Volunteers - You can read the volunteers profile or invite them to apply.

3. Volunteers who have started a role - Volunteers move to this box once they Start a placement. Once the person finishes volunteering and the Status field is changed to Stopped the volunteer moves back to the Volunteer in Progress dashboard.

To Filter and Search

- Click the filter icon (in the column headings)
- Select an option from the drop down list:
  - **contains**
  - **is equal to**
  - **starts with**
- Enter your search text in the white box e.g. Smith, to search for all contacts with this surname
- Click Filter

Click the filter symbol and click **Clear** to un-filter the data.

Edit - Click the EDIT button to edit and update a volunteer's profile.

Update - Click the UPDATE button (left hand side) to save updates to the volunteer's record.

Name - Click the volunteer's name to view the volunteer's profile (skills, interests, profile and availability).
Volunteer Unsuitable - If the volunteer is deemed unsuitable for the role, you can remove the volunteer and an automated email will be sent to the volunteer.

Volunteers in Progress dashboard
Status options
The options available in the status field:

- **Application in Progress** - e.g. The volunteer has accepted an invite to apply for a role, awaiting the return of an application form, due to interview volunteer
- **Application not processed** – e.g. Volunteer not suitable for role, volunteer no longer interested

- **Contacted** (previously named **Invited Awaiting Reply**) – When the organisation invites the volunteer to apply for the role, from either the possible matched volunteers or registered interest in a role
- **Declined interest** – Volunteer will flag this if they decline the invite to apply for the role
- **Registered interest** – Volunteer registers interest in your role
- **Started** – The date the volunteer started volunteering
- **Stopped** – The date the volunteer stopped volunteering

Invite a volunteer to apply

You are able to invite volunteers to apply for your roles.
On the role profile form, click on the name of the volunteer and review their profile.
Complete the **Message to Volunteer** box and then click the green **Invite to Apply** button.

Message To Volunteer

[Invite to Apply] [Close]

You can also view if the volunteer has applied for other roles at the same organisation. After reviewing a volunteer's profile you may feel they are not suitable to the role - you can remove them for the list by selecting **Volunteer is unsuitable (will send auto email) – Remove Volunteer.**
An automated email will be sent to the volunteer, gently explaining they have been found unsuitable for the role and they can contact the organisation direct or the local volunteer centre for further advise or support.

To view the volunteer's historic status notes - Click the small arrow, at the left hand side of the volunteer's name to view the historic notes.

Possible Matching Volunteers dashboard - Click on the volunteer's name to access their volunteer profile.
- You can send a message to the volunteer or you can remove the volunteer from the dashboard if you feel they are unsuitable.
- If you invite the volunteer to apply for the role, please enter a message in the 'message to volunteer' box and click **Invite to apply**. Then click Close once you have received confirmation the message has been successfully sent.
- If you invite the volunteer to apply for your role, the volunteer's name will move to the Volunteers in Progress dashboard. The Status field will state Application in Progress.