

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 **Advertise an opportunity** button to create an advert.
5. 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.
6. The **Date created** field shows the date you first created the opportunity.
7. The **Closing date** field shows the closing date of your opportunity if there is one.
8. The **Applications received** field shows the number of applications submitted for this opportunity. (Only if volunteers use the NHS Volunteering service to apply)
9. The **Status** field shows if the opportunity is in draft, published and currently live on the NHS Volunteering site, or now closed.
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 NHS Volunteering dashboard interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text (callout 1), and a 'Log out' link (callout 2). Below the header is a 'New service' banner with a 'Take our survey' link (callout 3). The main heading is 'NHS Volunteering Your Dashboard'. A green button 'Advertise an opportunity' is visible (callout 4). Below this is a section titled 'Your listings' with a table of opportunities. The table has columns for Title (callout 5), Date created (callout 6), Closing date (callout 7), Applications received (callout 8), and Status (callout 9). The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement' (callout 10), along with 'Privacy' and 'Cookies' links, and a copyright notice.

5 Title	6 Date created	7 Closing date	8 Applications received	9 Status
Walk and talk Volunteer VZBSA-682-PDX	30 April 2024	01 December 2024	Not started	Draft
Walk and talk Volunteer VZBSA-DTD-Y35	26 April 2024	01 August 2024	8	Published
Test Opportunity VZBSA-4BW-48K	25 April 2024	25 April 2024	2	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 'Your Dashboard' page. 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 is titled 'NHS Volunteering Your Dashboard' and features a green button to 'Advertise an opportunity'. Below this is a section titled 'Your listings' which contains a table of listings.

Title	Date created	Closing date	Applications received	Status
Walk and talk Volunteer VZBSA-682-PDX	30 April 2024	01 December 2024	Not started	Draft
1 Walk and talk Volunteer VZBSA-DTD-Y35	26 April 2024	01 August 2024	8	Published
Test Opportunity VZBSA-4BW-48K	25 April 2024	25 April 2024	2	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 [‘Reuse this listing’](#) link.
6. Select the [‘Close the listing’](#) link.
7. The **Applicant** field shows the applicants unique reference number.
8. The **Date received** field shows the date the application was submitted.
9. 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-DVC-MP2

Walk and talk Volunteer 27062024 Live

1 Listing URL: <https://stage.nhs-volunteering.nhsbsa.net/volunteer/opportunity-listing/VZBSA-DVC-MP2>

2 Date published: 27 June 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 [Reuse this listing](#)

6 [Close the listing](#)

Your applications

7 Applicant	8 Date received	9 Application details
V-FXJ-JH5	27 June 2024	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 an 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: VZBSA-DVC-MP2

Walk and talk Volunteer

27062024 Live

You are now editing this live opportunity.

1. **Setting up a listing**
 - [Edit the title](#) Completed
2. **Edit an opportunity listing**
 - [Edit the search result preview](#) Completed
 - [Edit the summary](#) Completed
 - [Specify the person you are 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

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
Log out

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 27062024	Change
-------	----------------------------------	------------------------

Listing details

Search result preview	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, Mondays to Fridays.	Change
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.	Change
Person specification	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.	Change
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.	Change
Who will support the volunteer	Ward Manager	Change
Remote	No	Change
Location 1	152 PILGRIM STREET NEWCASTLE UPON TYNE NE1 6SN	
Location 2	STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY	
Availability	Shifts are available from 8am to 1pm, Mondays to Fridays.	Change
Contact details	Contact: Wayne Liddle Email address: wayne.liddle@nhs.uk Telephone number: 0191 2754000	Change

Application settings

How you want to receive applications	Yes	Change
Application Limit	Yes - 40	Change
Closing date	15 December 2024	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

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 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 - updated Jen

Walk and talk Volunteer

27062024

The closing date for this opportunity is 15 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:	16 August 2024
Shifts available:	Shifts are available from 8am to 1pm, Mondays to Fridays.
Reference Number:	VZBSA-DVC-MP2
Role locations:	152 PILGRIM STREET NEWCASTLE UPON TYNE NE1 6SN
	STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY
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 - updated Jen](#)

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

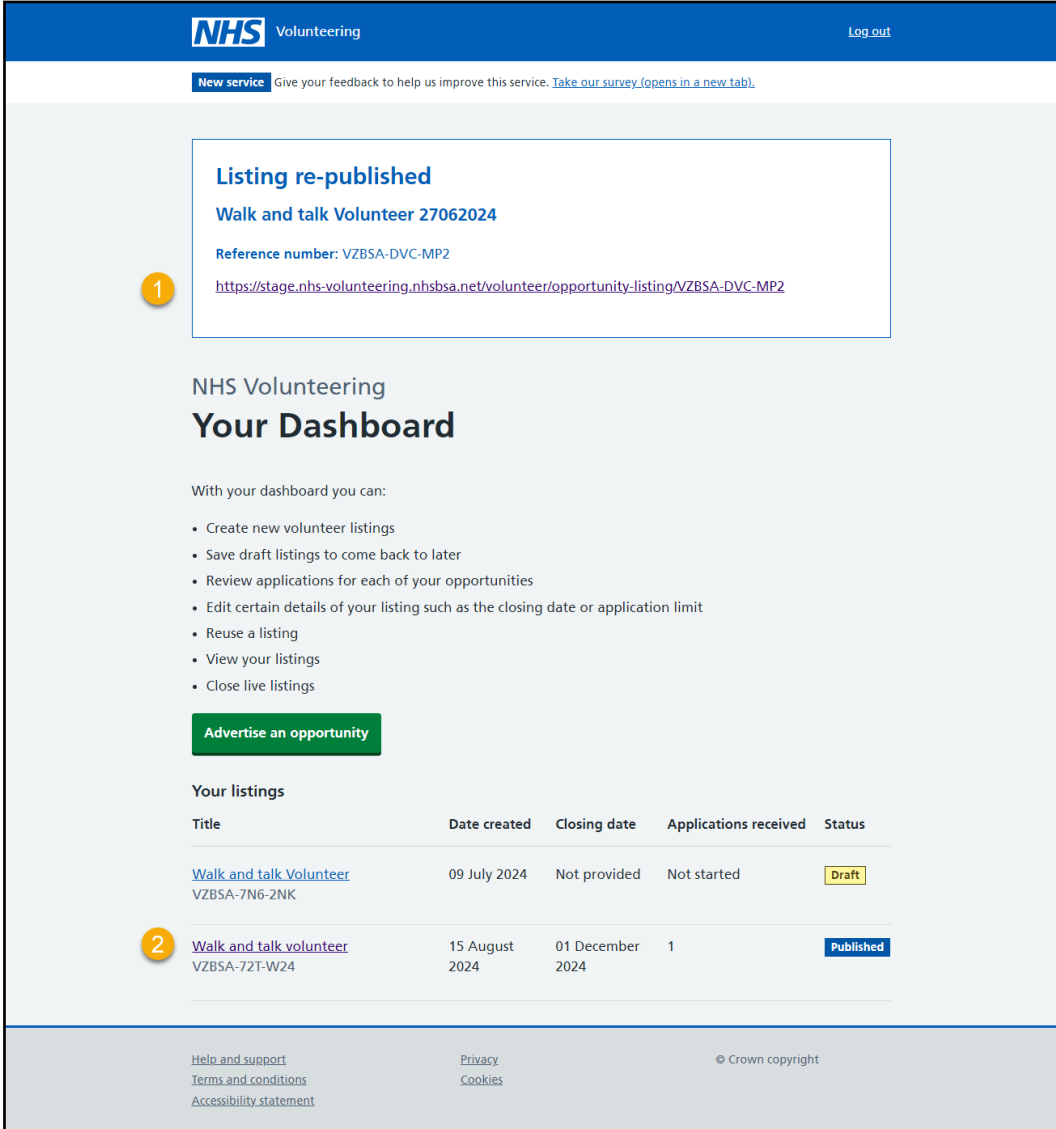
2 [Update listing](#)

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, a 'New service' banner encourages feedback. The main content area features a 'Listing re-published' notification for 'Walk and talk Volunteer 27062024' with reference number VZBSA-DVC-MP2 and a URL. A yellow circle with the number '1' is next to this notification. Below this, the 'Your Dashboard' section lists various actions like creating, saving, reviewing, editing, reusing, viewing, and closing listings. A green 'Advertise an opportunity' button is present. The 'Your listings' section contains a table with columns for Title, Date created, Closing date, Applications received, and Status. A yellow circle with the number '2' is next to the second row of the table.

Listing re-published
Walk and talk Volunteer 27062024
 Reference number: VZBSA-DVC-MP2
<https://stage.nhs-volunteering.nhsbsa.net/volunteer/opportunity-listing/VZBSA-DVC-MP2>

NHS Volunteering
Your Dashboard

With your dashboard you can:

- Create new volunteer listings
- Save draft listings to come back to later
- Review applications for each of your opportunities
- Edit certain details of your listing such as the closing date or application limit
- Reuse a listing
- View your listings
- Close live listings

[Advertise an opportunity](#)

Your listings

Title	Date created	Closing date	Applications received	Status
Walk and talk Volunteer VZBSA-7N6-2NK	09 July 2024	Not provided	Not started	Draft
Walk and talk volunteer VZBSA-72T-W24	15 August 2024	01 December 2024	1	Published

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You've re-published your opportunity and reached the end of section.

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)

The screenshot shows the NHS Volunteering website interface for a 'Walk and talk Volunteer' opportunity. The page is titled 'NHS Volunteering - test account' and 'Walk and talk Volunteer'. It includes a 'New service' banner, a 'Go back' link, and a closing date of 01 August 2024. A green button labeled 'Register for this opportunity' is prominently displayed. Below this, there are sections for 'Summary', 'Am I the right person for this?', 'Useful information about the opportunity', and 'What happens after you register with us'. At the bottom, there are two numbered links: '1 About NHS Volunteering - test account' and '2 Who to contact if you have questions', both with external link icons. A second green 'Register for this opportunity' button is located below these links. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a '© Crown copyright' notice.

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 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

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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[Accessibility statement](#)

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: VZBSA-7N6-2NK

Walk and talk Volunteer Draft

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

- 1. Setting up a listing**
 - [Add a title](#) Completed
- 2. Create an opportunity listing**
 - [Add a search result preview](#) Completed
 - [Add a summary](#) Completed
 - [Specify the person you are 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
- 3. Select application settings**
 - [Decide how you want to receive applications](#) Not started
 - [Set a closing date](#) Not started
- 4. 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.

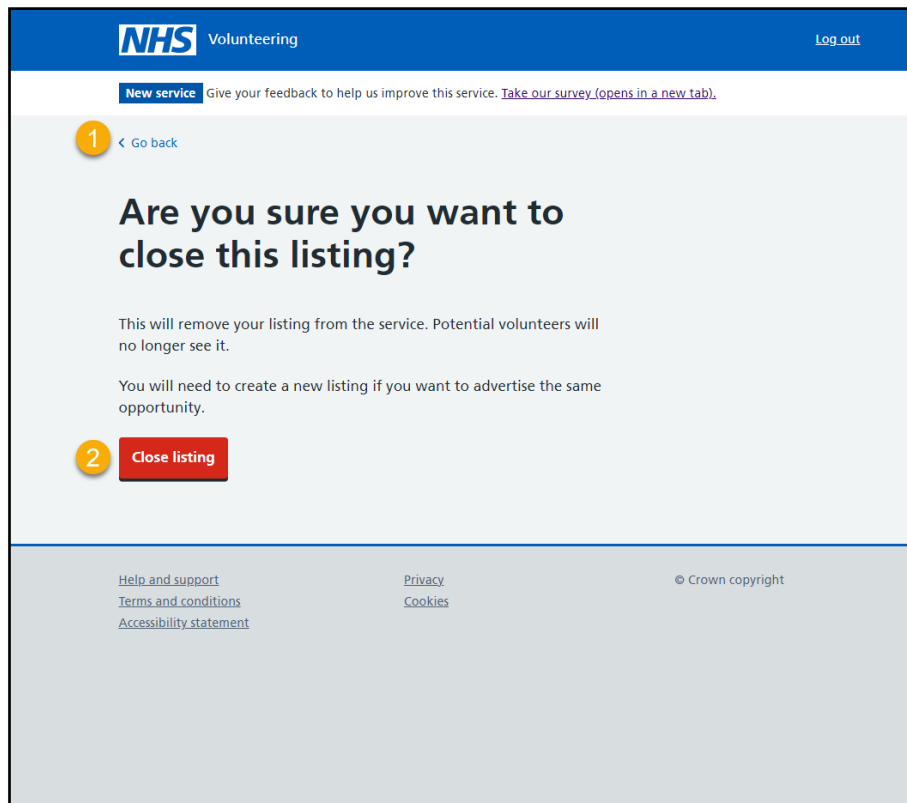
[Return to the start of guide.](#)

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:

3. Select the '[Go back](#)' link if you don't want to close the listing. (Optional)
4. Select the '[Close listing](#)' button to close the listing.



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.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. A yellow circle with the number '1' highlights a '< Go back' link. The main content area displays the reference number 'V-XF8-DVC' and the title 'Walk and talk Volunteer application'. It also shows the date received as '30 April 2024'. A warning icon indicates that the page contains personal information. A table lists applicant details: Name (Wayne Liddle), Age (Prefer not to say), Address (1 Street, Town, NE1 6SN), Email Address (redacted), Phone Number (redacted), Your availability (every Thursday and Friday from 10 am to 1 pm), Support needed (None), and About you (I have volunteered as a patient companion at Newham University Hospital for the past 5 years. I have recently moved home and I would like to continue volunteering in my new area.). A yellow circle with the number '2' highlights a green 'Print this page' button. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a '© Crown copyright' notice.

You've reached the end of this user guide.

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