

How to register your interest in a volunteering opportunity in the NHS Volunteering service

This guide explains how to register your interest in a volunteering opportunity using the NHS Volunteering service.

Go to the [NHS Volunteering website](#) to search for volunteering opportunities with the NHS.

Use the **How to search for a volunteering opportunity using the NHS Volunteering service** guide to search for an opportunity.

Important: Recruiters can choose to redirect volunteers to register using their own system or forms. This guide covers what to do when the recruiter uses the NHS Volunteering service.

Contents

How to register your interest in a volunteering opportunity in the NHS Volunteering service	1
Register your interest using an opportunity advert	3
Register for this opportunity – Before you start	4
What is your name?	5
What is your age?	6
Find your address	7
Select your address	8
What is your address?	9
What is your email address?	10
Enter your telephone number (optional)	11
Tell us about any support you might need (optional)	12
What motivates you to apply for this opportunity?	13
Check your answers before submitting your registration	14
Registration complete	15

Register your interest using an opportunity advert

Important: You must be on an opportunity advert on the NHS Volunteering website to follow these steps.

To register your interest:

1. Select the '[Register for this opportunity](#)' button from the top or bottom of the page.

The screenshot displays the NHS Volunteering website interface for an opportunity advert. At the top, there is a blue header with the NHS logo and 'Volunteering' text. Below the header, a 'New service' banner encourages feedback. The main content area features a breadcrumb trail, a title 'NHS Volunteering - test account - updated Jen', and a sub-title 'Walk and talk Volunteer'. A closing date of 12 December 2024 is noted. A prominent green button with a '1' icon and the text 'Register for this opportunity' is positioned on the left. The advert details are organized into sections: 'Summary' (supporting mental health services), 'Am I the right person for this?' (requiring friendliness and reliability), 'Useful information about the opportunity' (including date posted, shifts available, reference number, and role locations), and 'What happens after you register with us' (contact within 2 weeks). At the bottom, there are links for 'About NHS Volunteering' and 'Who to contact if you have questions', and a second 'Register for this opportunity' button with a '1' icon.

NHS Volunteering

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

[Go back to results](#)

NHS Volunteering - test account - updated Jen

Walk and talk Volunteer

The closing date for this opportunity is 12 December 2024.

The organisation may close this opportunity at any time based on their needs.

1 Register for this opportunity

Summary

You will support our mental health services team with the running of the walk and talk activity.

You will encourage people to take part in this therapeutic and social activity. You will meet and greet people as they arrive and direct walkers along the designated route.

Am I the right person for this?

This opportunity will suit someone friendly, approachable and enthusiastic.

You don't need any previous experience, qualifications or training. You should have good people skills and enjoy the outdoors. You need to be reliable and be good at time keeping.

You need to be 16 or over to volunteer with us.

Useful information about the opportunity

Date posted:	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-VPS-XNY
Role locations:	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 - updated Jen](#)

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

1 Register for this opportunity

Register for this opportunity – Before you start

Important: If the recruiter is using their own service or forms you will not see this page or be able to use this guide.

Before you start to register for a volunteering opportunity:

1. Read the information you will be asked to give when registering.
2. Select the 'Go back to the opportunity page' to return to the advert. (Optional)
3. Select the [Start](#) button.

The screenshot shows the NHS Volunteering registration page. At the top, there is a blue header with the NHS logo and the text 'Volunteering'. Below the header, there is a 'New service' banner with a feedback link. The main content area has a light blue background and contains the following elements:

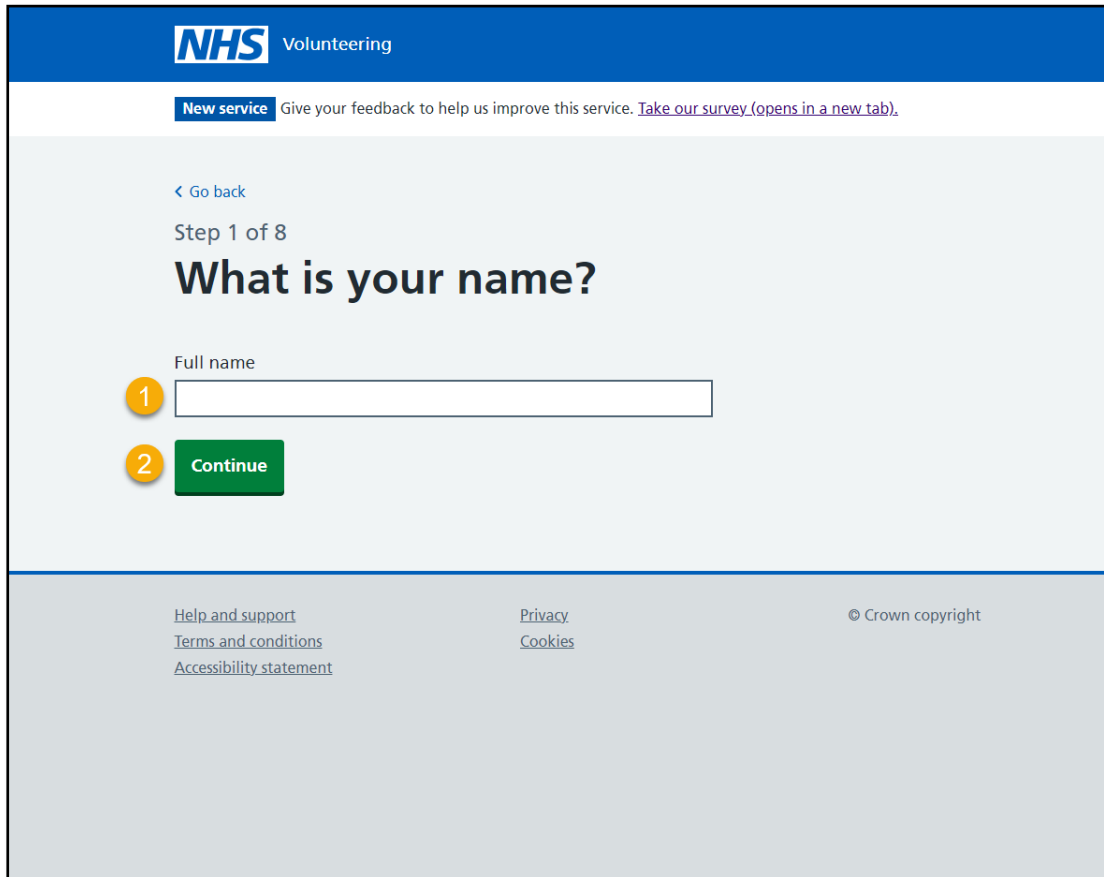
- A '< Go back' link.
- A main heading: 'Register for this opportunity'.
- A sub-heading: 'Use this form to register for a volunteering opportunity with an NHS organisation based in England.'
- A vertical blue bar on the left side of the main content area.
- Text: 'You will not need to create an account.'
- Text: 'You must fill out the form in a single session. You will not be able to save your progress.'
- A sub-heading: 'Before you start'.
- Text: 'We will ask you for:'.
- A numbered list (1) with three items:
 - your personal and contact details
 - your availability
 - a statement about your reasons for volunteering
- Text: 'any support you might need'.
- Text: 'The form should take you around 15 minutes to complete'.
- A sub-heading: 'If you need help with the registration'.
- A numbered list (2) with one item:
 - [Go back to the opportunity page](#) and contact the organisation to discuss what support is available. They might offer paper forms or help you complete the online form.
- A numbered list (3) with one item:
 - [Start](#) button.

At the bottom of the page, there is a footer with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with the text '© Crown copyright'.

What is your name?

To provide your name:

1. Enter your name into the **Full name** text box.
2. Select the [Continue](#) button.



The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, there is a white banner with a 'New service' label and a link to 'Take our survey (opens in a new tab)'. The main content area is light grey and contains a 'Go back' link, the text 'Step 1 of 8', and the title 'What is your name?'. Below the title, there is a text input field labeled 'Full name' with a yellow circle containing the number '1' next to it. Below the input field, there is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there is a footer with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with the text '© Crown copyright'.

What is your age?

To provide your age:

1. Select the correct button from the choices of:
 - Under 16 years
 - 16 to 17
 - 18 to 20
 - 21 years and over
 - Prefer not to say
2. Select the ['Continue'](#) button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white banner contains a 'New service' notification: 'Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).' The main content area is light grey and features a '< Go back' link, 'Step 2 of 8', and the title 'What is your age?'. A statement reads: 'We will only use this information to find the right opportunity for you.' There are five radio button options: 'Under 16 years', '16 to 17', '18 to 20', '21 years and over', and 'Prefer not to say'. A yellow circle with the number '1' is positioned to the left of the '18 to 20' option. Below these options is the word 'or' and a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom, a grey footer contains links for 'Help and support' and 'Terms and conditions' on the left, 'Privacy' and 'Cookies' in the center, and '© Crown copyright' on the right.

Find your address

To find your address:

1. Enter your house number or house name in the **House number or name** text box.
2. Enter your postcode in the **UK postcode** text box.
3. Select the ['Find address'](#) button.
Or
4. Select the ['Enter my address manually'](#) link.
Or
5. Select the ['Go back to the opportunity page'](#) link to find the recruiter contact details if you don't have a fixed address.

The screenshot shows the NHS Volunteering website interface for finding an address. At the top, there is a blue header with the NHS logo and 'Volunteering' text. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Step 3 of 8 Find your address'. It features two input fields: 'House number or name' (with an example '12 or Flat 8B') and 'UK postcode' (with an example 'LS2 7UE'). A green 'Find address' button is positioned below the first field. To the right of the input fields, there are numbered steps: 1 (House number or name), 2 (UK postcode), 4 (Enter my address manually), and 5 (Go back to the opportunity page). A dropdown menu is open under step 5, showing the option to go back to the opportunity page and contact the organisation. At the bottom of the page, there are links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with a copyright notice '© Crown copyright'.

Select your address

Important: You'll only see this page if you've searched for an address.

To confirm the address from the postcode search results, complete the following steps:

1. Select an option:
 - ['Address returned in list'](#).Or
 - ['My address is not on this list'](#).
2. Select the 'Continue' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, there is a white banner with a 'New service' notification. The main content area is light grey and contains the following elements:

- A blue link: '< Go back'
- Text: 'Step 3 of 8'
- Section title: 'Select your address'
- Text: '1 addresses found for '36' and [redacted]'
- Section title: 'Select one option'
- Option 1: A radio button next to '36 [redacted]' with a yellow circle containing the number '1' to its left.
- Text: 'or'
- Option 2: A radio button next to 'My address is not on this list'.
- Button: A green 'Continue' button with a yellow circle containing the number '2' to its left.

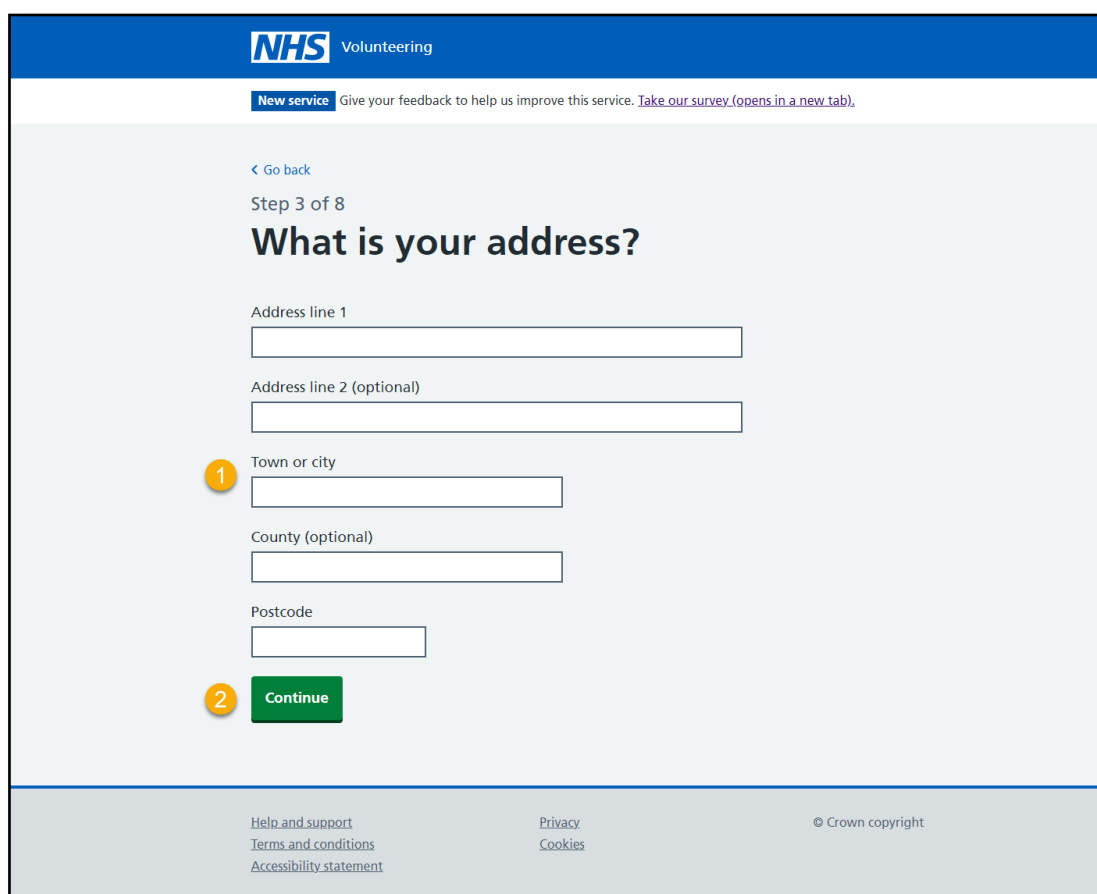
At the bottom of the page, there is a grey footer with the following links: 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies'. On the right side of the footer, it says '© Crown copyright'.

What is your address?

Important: You'll only see this page if you've chosen to manually add the address, or the address was not on the list.

To confirm the job location from the postcode search results, 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 [Continue](#) button.



The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a 'New service' banner encourages users to provide feedback. The main content area is titled 'What is your address?' and is part of a 3-step process (Step 3 of 8). The form includes five text input fields: 'Address line 1', 'Address line 2 (optional)', 'Town or city', 'County (optional)', and 'Postcode'. A yellow circle with the number '1' is positioned to the left of the 'Town or city' field. Below the 'Postcode' field, there is a green 'Continue' button with a yellow circle containing the number '2' to its left. 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.

What is your email address?

To provide your email address:

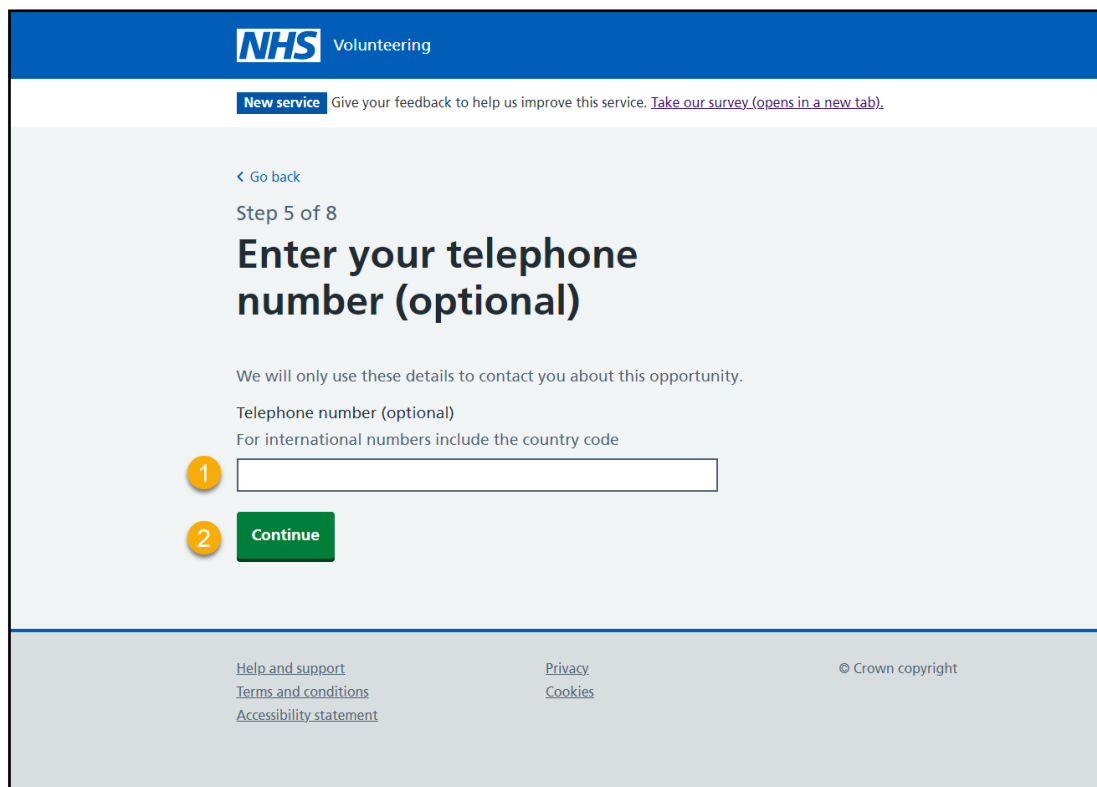
1. Select the '[Go back to the opportunity page](#)' link to find the recruiter contact details if you don't have an email address.
Or
2. Enter your email address into the **Email address** text box.
3. Re-enter your email address into the **Confirm email address** text box.
4. Select the '[Continue](#)' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white bar contains a 'New service' notification with a feedback link. The main content area is light grey and features a 'Go back' link, the step indicator 'Step 4 of 8', and the title 'What is your email address?'. A privacy notice states: 'We will only use these details to contact you about this opportunity.' Below this is a dropdown menu with the option 'If you don't have an email address'. A numbered list (1-4) provides instructions: 1. Go back to the opportunity page and contact the organisation to discuss what support is available. 2. Enter the email address in the 'Email address' text box. 3. Re-enter the email address in the 'Confirm email address' text box. 4. Click the green 'Continue' button. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with the copyright notice '© Crown copyright'.

Enter your telephone number (optional)

To provide your telephone number:

1. Enter your telephone number into the **Telephone number** text box. (Optional)
2. Select the [Continue](#) button.



The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a 'New service' banner encourages users to provide feedback. The main content area is light blue and contains a 'Go back' link, the step indicator 'Step 5 of 8', and the title 'Enter your telephone number (optional)'. A message states that details will only be used for contact about the opportunity. The form includes a text input field for the telephone number, with a note that international numbers should include the country code. A green 'Continue' button is positioned below the input field. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a copyright notice.

Tip: Entering a telephone number is optional. You can select the 'Continue' button without adding any information.

Tell us about any support you might need (optional)

To tell the recruiter about any support you need:

1. Read the guidance about the sorts of information you can tell the recruiter about.
2. Enter the support you need in the **Tell us about what support you need** text box. (Optional)
3. Select the [Continue](#) button.

The screenshot shows a web form titled "Tell us about any support you might need (optional)" on the NHS Volunteering website. The form is part of a 7-step process. It includes a "Do tell us if you" section with a list of bullet points: "Prefer to have someone you know with you", "Might find it difficult to prove your identity or address", "May need an interpreter or prefer to talk on the phone", and "Need any other adjustments". Below this is a text input field for "Tell us about what support you need (optional)" with a character count of 500. A green "Continue" button is at the bottom of the form. The footer contains links for "Help and support", "Terms and conditions", "Accessibility statement", "Privacy", and "Cookies", along with the copyright notice "© Crown copyright".

Tip: Adding information about any support you need is optional. You can select the 'Continue' button without adding any information.

What motivates you to apply for this opportunity?

To tell the recruiter what motivates you to apply for this opportunity:

1. Read the guidance about the sorts of information you should tell the recruiter about.
2. Read the tips on how to write your answer.
3. Enter your information in the **Tell us why you want to become a volunteer** text box.
4. Select the '[Continue](#)' button.


The screenshot shows the NHS Volunteering application form at Step 8 of 8. The page title is "What motivates you to apply for this opportunity?". Below the title, there is a sub-header "Do tell us about" with three bullet points: "What makes you a good volunteer", "What experience you bring to this opportunity", and "Your interests and hobbies". This is followed by a section titled "Tips on how to write your answer" with three bullet points: "Keep it informal - this is your moment to show your qualities and character", "Break your answer into shorter sentences", and "Keep it short and simple - it shouldn't feel like writing a job application". Below the tips, there is a section titled "If you need help with this question" with the text: "Write what you can. You may have an opportunity to discuss this again with the organisation. You can also [go back](#) to tell us that you need support." The main text box is titled "Tell us why you want to become a volunteer" and has a character count of "You have 500 characters remaining." At the bottom of the form is a green "Continue" button. The footer contains links for "Help and support", "Terms and conditions", "Accessibility statement", "Privacy", and "Cookies", along with the text "© Crown copyright".

Tip: You can add up to 500 characters in the text box. You can also use the icons in the text box to add bold or bulleted lists.

Check your answers before submitting your registration

To check your answers and submit your registration:

1. Select the relevant 'Change' link to update any information that is not correct.
2. Read the information and use the 'terms and conditions' and 'privacy policy' links in the declaration box.
3. Select the 'tick box' to confirm you understand and agree with the statements in the declaration box.
4. Select the '[Send registration](#)' button.

 Volunteering

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

[< Go back](#)

Check your answers before submitting your registration

Personal details

Name	Wayne Liddle	Change
Age	Prefer not to say	Change
Address	1 Street Town NE1 6SN	Change
Email address	Wayne.Liddle@nhs.uk	Change 1
Phone number	Not provided	Change

Your answers

Your availability	Available every day	Change
Support needed		Change
About you	I have volunteered before and really enjoyed it. I love helping people.	Change

Declaration

I confirm that:

- I have read, understood and accept the [terms and conditions](#) and the [privacy policy](#)
- the information I have provided is true and correct to the best of my knowledge

2

I understand and agree with the above statements 3

4 [Send registration](#)

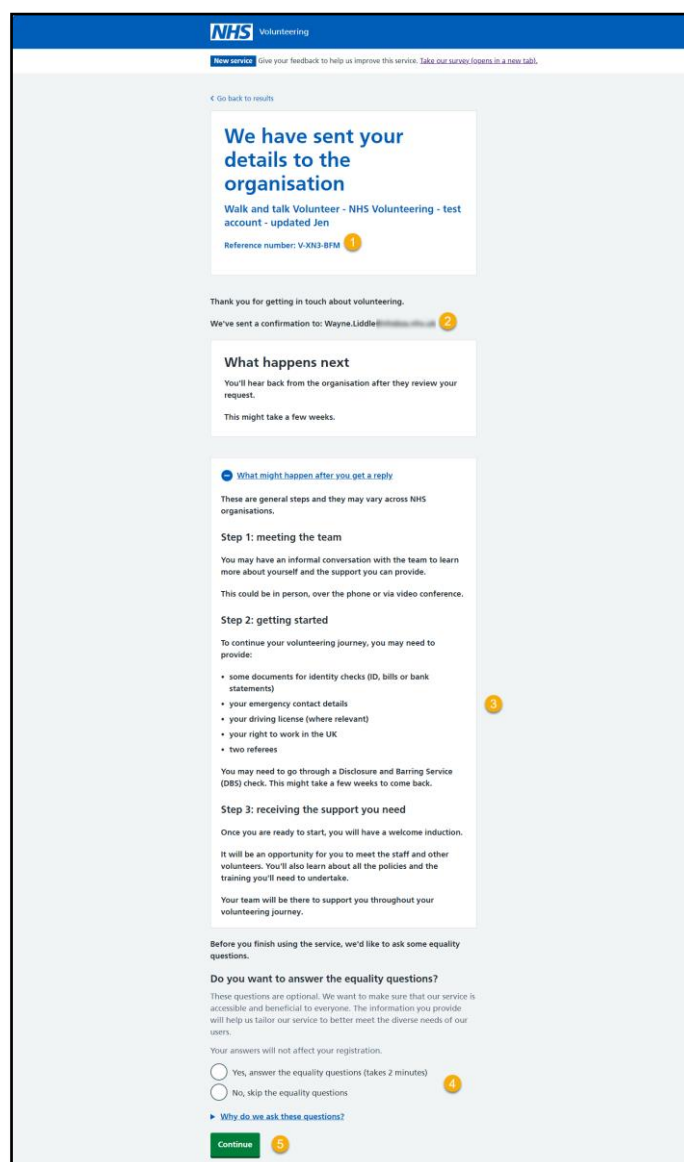
[Help and support](#) [Privacy](#) © Crown copyright
[Terms and conditions](#) [Cookies](#)
[Accessibility statement](#)

Registration complete

This page confirms that the recruiting organisation have received your details.

The information and steps to follow on this page:

1. This shows the unique reference number for your application.
2. This shows the email address that confirmation of your registration has gone to.
3. This shows information about what might happen next.
4. Select an option:
 - 'Yes, answer the equality questions (takes 2 minutes)'
 - Or
 - 'No, skip these questions'
5. Select the 'Continue' button to confirm your answer.



You've reached the end of this user guide.