

STEP

01

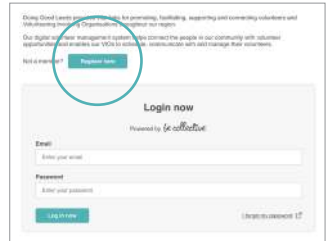
How to register your organisation and advertise your volunteering roles on the DGL website:

Register yourself and create a group for your organisation.

To begin, go to:

doinggoodleeds.org.uk/recruit-volunteers/advertise-roles

If you haven't used Be Collective before, then click 'Register here'.

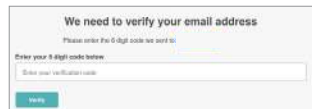


Fill out your basic details on the form to create an account for yourself and your organisation. We recommend you use your **work email address** for this, as this is where any notifications will be sent.

Lastly, add the **essential details** of your organisation, including the name and type. The description you add here will be read by potential volunteers when they want to learn more about your organisation and what you do.



After you've filled out this form, you'll be sent a **verification code** to the email you used to register. Sometimes it can take a few minutes to arrive, so if it hasn't arrived after a few minutes then please check your spam folder.

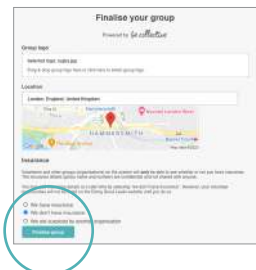


Copy and paste the code into the verification form.

When you are done, click 'Verify'.

Lastly, add the logo, location (this can be as specific as you like), and insurance details if applicable. We suggest your logo is in a square image, with dimensions of 200 x 200 pixels or more. If the image isn't square, it will be cropped to fit.

Click '**Finalise group**' to finish registering your organisation's group.



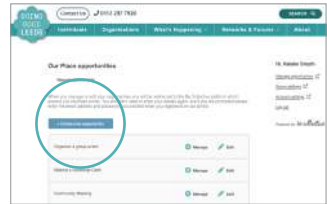
STEP
02

Add a volunteering role.

Now that you have registered as a group, you can advertise your volunteering opportunities!

Simply click on 'Create new opportunity' to get started. You'll then be guided through the step by step process of creating a volunteer role.

You can save your opportunity as a draft any time and publish it later – just click 'Save & close'. Otherwise, follow the five steps and click 'Create opportunity' and you're done!



NEXT

Add the details of the role.

- Title**
 What is your volunteer's specific role? This should be short, engaging and give the volunteer a sense of identity.
- Overview of the role**
 Why should the volunteer be interested in working with you? Begin with a sentence or two to make your opportunity sound compelling and meaningful – the first few sentences of this section will also be shown in the search feed, and are an ideal place to give volunteers a reason to click through and find out more.
 In this section, you should also anticipate any questions potential volunteers might have, clearly state what is expected and explain how the work affects your mission.
- Tasks and Responsibilities**
 Please use this section to list individual tasks and responsibilities the role entails, clicking the '+ Add another task' button to create a field for each new task you'd like to add. This will also be shown on the volunteer's social record, a resume of their volunteering automatically generated for them by Be Collective.
- Location**
 This is autofilled from Google Maps, so you can enter the first word of the address and select the appropriate location from the dropdown that appears. If applicable, you can also enter any more specific details in the 'Additional location info' field. This can include details such as a room number, or a gate number if your opportunity takes place at a sports ground. If your volunteer opportunity has no location (for instance, an online opportunity a volunteer can perform from home), please check the 'No specific location' box instead and continue.



• **Experience Gained**

You can use this drop-down menu to select as many skills as you like, that a prospective volunteer can gain or develop in your opportunity. If none apply, you can check the 'No experience gained' checkbox, but we recommend you don't! Our list includes broad personal qualities such as 'Teamwork' and 'Communication Skills' in addition to more specific skills.

• **Under 16s**

If your opportunity is suitable for volunteers under the age of 16, please select 'Yes' in this section. If you do so, you can also enter a minimum age requirement. Any volunteers under the age of 16 who fit into your specified age group can then see your opportunity, and apply with consent from a parent or guardian. You will not see any applications from volunteers under 16 that haven't been screened and approved by a parent or guardian first. You can also indicate if parental/guardian supervision is required for volunteers under 16 in this section.

• **Contact Person**

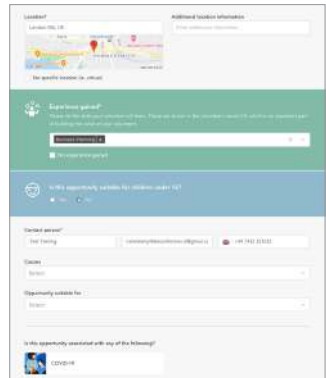
In this section, you can nominate a contact person's name, email address and email. The contact person does not have to be the person who manages your Be Collective account – this can simply be a person volunteers can contact for more information.

• **Causes**

If your volunteer role serves specific causes, you can select them from the drop-down box here. You can select as many as you like, and they can be the same as or different from the causes selected for your group.

• **Opportunity suitability**

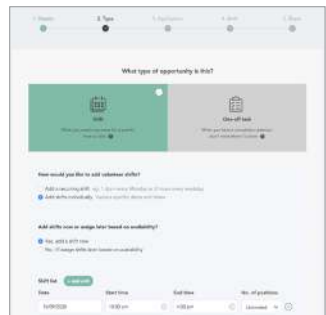
This field is not compulsory, but you can use it to indicate if your opportunity is suitable for specific groups, such as those with sensory impairments, large groups or volunteers with limited English.



NEXT

Add the timings and availability for the role.

Shift-based opportunities are for when volunteers are needed for a specific time or date, for example, recurring friendly visits, a driver at irregular times for a charity, a coach for a football team among many other examples.



There are two different types of shift:

- **Recurring shifts** are used if you require the same volunteer (or volunteers) to attend a series of shifts with a regular, recurring pattern, e.g. every Monday and Friday from 9 am to 12pm. This is best used if your volunteers have committed to working with you on an ongoing basis.
- **Individual shifts** are used if the dates and times don't follow a set pattern, or if you'd like to assign volunteers on a shift-by-shift basis instead of committing them to a longer recurring schedule. For instance, if you create the same Monday and Friday recurring schedule as individual shifts, you have the flexibility to assign a volunteer to an individual Monday shift, another to Friday and a third to the following Monday.

One-off tasks are for when there's a completion date, but you are flexible with when the task is completed by, as long as it's by the due date. For example, needing a new website built by the new financial year but not needing specific shifts to complete it, or grant application filled, but you don't mind when specifically it is filled as long as it's before the due date.

Click on the **opportunity type** based on your organisation's needs and follow the step-by-step directions relating to times, dates and frequency.



NEXT

Add any screening or application forms for the role.

From someone agreeing to an organisation's rules for volunteers, induction and training availability, their date of birth, whether or not they have a driver's licence or working with children's check, and their interests — a Volunteer Manager can customise the application form based on their organisation's need.

To customise your opportunity application form, click the **'Customise'** button to open our application form builder. This can be used to add text, dates and multiple-choice questions.

Our application form builder is looked at in more detail in our Help Centre article [here](#).



NEXT

Add a Volunteer Brief.

Volunteer Managers are also able to create a **Volunteer Brief** at any time before the start of the opportunity. Be Collective sends emails to volunteers on behalf of the organisation, providing volunteers with all the information they need to know before the role starts.



The **Volunteer Information section is compulsory** and can be used to provide volunteers with important details they need before their opportunity begins. For instance, you can inform volunteers of how to find you or if they need to wear specific attire to perform their duties.

You can also **attach files** to your volunteer brief – these can include forms your volunteers need to complete and bring with them to their first shift, maps or guidelines.

LASTLY

Send the new role to VAL to endorse.

You can decide whether anyone can apply for this role, or only volunteers who are already a member of your charity group can apply.



Your role will be **automatically shared** with VAL, so you don't need to do anything additional here. This means that the team at VAL will vet your role and then advertise it on the **Doing Good Leeds website**.

STEP

03

Add additional detail to your organisation's group.

You have already registered your group on DGL but you might want to enhance your group's profile to make it more attractive to potential volunteers.



To edit your group profile, first click **'Group Settings'** just to the right of the **'Create Opportunity'** button.

CONT.
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This will redirect you from the DGL website to the **Be Collective** platform. Simply click on the **pencil button** to start editing your group.

You can add a banner image for your homepage, create a group application form for volunteers to fill out, show volunteers which causes you support, and add different member types.

See our **Editing your group** guide [here](#) to see each step in detail.



STEP
04

Manage the volunteering roles you have created.

To manage your volunteering roles, simply click on the **'Manage'** button next to the volunteering opportunity you created.

This will direct you to the **Be Collective** platform, where you can assign volunteers to this role, see volunteers who have applied, review any time sheets, add or change the volunteer briefs, and more.

