

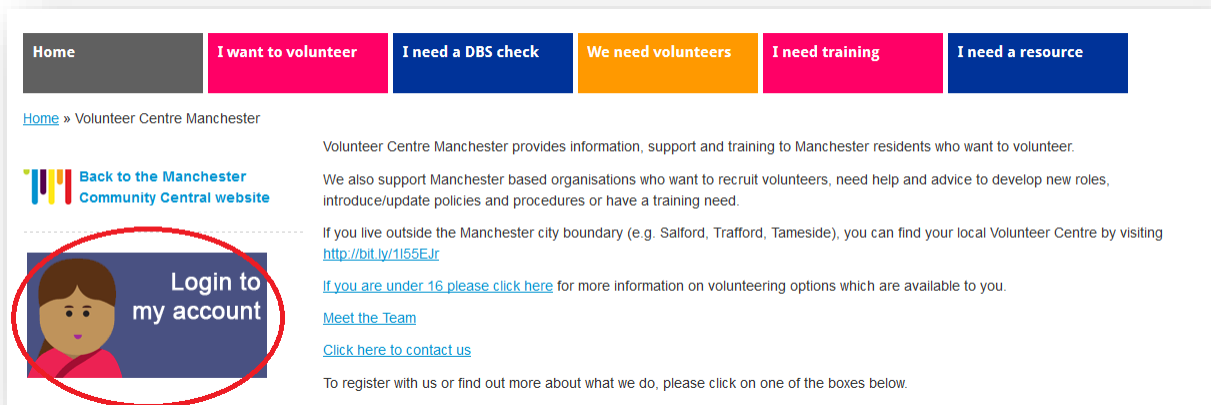
HOW TO – Submit Long Term Volunteer Opportunities

Content:

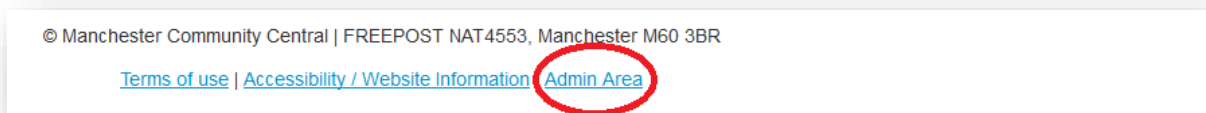
1. [Submitting a Long Term Opportunity.](#)
2. [Recruiting Employer Supported \(short term\) Volunteers.](#)

Submitting a Long Term Volunteer Opportunity.

Submitting a volunteer opportunity is a relatively easy process, to begin you will need to go to our website (www.volunteercentremanchester.co.uk) and login. This can be done by either clicking on the login button to the left of the screen.



Or by scrolling to the bottom of the page and selecting the Admin Area link.



You will then be met with the User account login screen, enter your login details and you will be directed to your dashboard. If you experience any problems signing in please contact the VCM team at info@volunteercentremanchester.co.uk or on 0161

830 4770 and they will quickly resolve the matter for you.

User account

[Create new account](#) [Log in](#) [Request new password](#)

Username *

Enter your Manchester Community Central username.

Password *

Enter the password that accompanies your username.

[Log in](#)

Now that you are successfully logged in, you should see your dashboard (as displayed below).

You will notice in the middle of the screen there are seven boxes, each is a link to a separate area of the website and offers you differing options. In this tutorial we are going to focus on submitting long term opportunities.


Welcome!


Organisation Menu


[Dashboard](#)
[Edit my password](#)
[Update my contact details](#)
[Add a Long Term Opportunity](#)
[Add an Event Opportunity](#)
[Our Opportunities & Volunteers](#)
[Our Feedback](#)
[Logout](#)


Welcome to the Manchester Volunteer Centre. Please use the links below to access the Volunteer features.


[Print](#)


Edit my contact details


Add an Event Opportunity


Add a Long Term Opportunity


Our Opportunities & Volunteers


Our Feedback


I need resources


Logout

To submit a volunteer opportunity you will need to click the box titled “Add a Long Term Opportunity”, you may have also noticed the blue hyperlinks to the left of the screen with the same options. This organisation menu will remain in the same location no matter where you are on the website. You can also select “Add an Event Opportunity” from this menu.

Organisation Menu


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[Print](#)

Edit my contact details




Our Opportunities & Volunteers

Add an Event Opportunity



Our Feedback

Add a Long Term Opportunity



I need resources

The layout of your screen has now changed to a web form, this format will allow you to enter all relevant information regarding your opportunity directly in to ours system.

Should you need any inspiration when writing your descriptions, we have provided a good/ideal opportunity template that can be referred to. The link to this is located in the introduction at the header of the page.

Add Event Opportunity

Submit Your Volunteering Opportunities and Involve more Volunteers!

Here you can submit volunteering opportunities for your organisation. Please be as specific as you can and keep your adverts short, sharp and interesting. To ensure maximum impact, you can include a logo for your organisation, a suitable picture and links to other resources in your listing. To view a good/ideal opportunity template please [click here](#). This template will give you tips on what information to submit in your opportunity. If you have more than one opportunity, you will need to complete a form for each.

The web form begins with basic information regarding your opportunity:

Title: What would you like your opportunity to be called?


Short description: This needs to be short, snappy and eye catching. Just enough info so that volunteers want to know more about your opportunity compared to all others.

The start and end date are based on the period in which you would volunteers support. Please be aware that once the end date elapses your opportunity will be archived, once this happens it will no longer be visible to the public.


Title *

Short description (please tell us in no more than 200 words what the opportunity involves) *

The start date is the date and time you would like your opportunity to go live on our website

Start Date *  Time (clear)

The end date is the date and time you would like to stop advertising the opportunity on our website

End Date *  Time (clear)

In the case that you would like to advertise your opportunity across Greater Manchester areas, additional volunteer centre contact details can be found via the following link.

If you would like to advertise your opportunity with another Greater Manchester Volunteer Centre, please find the complete list here [GMVC List *](#)

By entering the location and postcode of your opportunity we are able to include a geomap on to your advert, this will allow volunteers to easily locate you. As well as finding your opportunities by performing searches based upon geographical areas.

At the moment only a single postcode is able to be entered (in the postcode field displayed below). If your opportunity is based across a number of locations, please enter all additional postcodes in to the "Description of opportunity" field a little further down the page. These additional postcodes will be included in any geo/keyword searches.

Address where opportunity is based *

Postcode *

Directions (i.e How to get there) *

Contact name *

Telephone *

Email *

By providing an estimated time frame for when you require support, you are more likely to attract volunteers who are readily available when needed. This also reduces the chances of processing and interviewing applicants only to find they are unable to volunteer when needed.

To enter your required time frames simply tick the appropriate boxes shown below.

Times for the opportunity *

☐ Monday AM
☐ Monday PM
☐ Monday EVE
☐ Tuesday AM
☐ Tuesday PM
☐ Tuesday EVE
☐ Wednesday AM
☐ Wednesday PM
☐ Wednesday EVE
☐ Thursday AM
☐ Thursday PM
☐ Thursday EVE
☐ Friday AM
☐ Friday PM
☐ Friday EVE
☐ Saturday AM
☐ Saturday PM
☐ Saturday EVE
☐ Sunday AM
☐ Sunday PM
☐ Sunday EVE
☐ All days and times

Moving on to the main body of your advert now.

If you have an idea of how many volunteers you will require you are able to enter it here. If not, don't worry VCM staff can alter this for you at any time.

Description of the opportunity: This is the chance to provide a full and exciting summary of your opportunity, try to include a little on who you are, what you need help with and what the volunteers' duties would be. By making your advert as exciting and appealing as possible the more interest it will attract.

Skills/Qualifications: Do you require any specific skills or qualifications for the position you are advertising? If so, this is the place to state what volunteers need to possess to be viable candidates.

Also this is a good place to inform volunteers of any training that you could provide relating to this particular role.

If a minimum amount of hours is required please state

How many volunteers can you take for this opportunity? *

Description of the opportunity *

Skills/Qualifications *

To ensure volunteers are fully aware of what is required before applying for opportunities, we ask that the appropriate processes needed for your recruitment procedure are selected.

These options will be displayed for volunteers at the bottom of your opportunity.

Recruitment process *

- ☐ Application Form
- ☐ Interview
- ☐ Informal Discussion
- ☐ Trial Period
- ☐ Police/DBS Check
- ☐ References
- ☐ Not Known
- ☐ Other recruitment method

By selecting up to five appropriate "Areas of Interest", your opportunity will be grouped by category (Admin, Care work, working with animals etc as shown below). This will provide volunteers with accurate search results and effective targeted marketing of opportunities.

Area of interest *

- ☐ Administration
- ☐ Advice Work
- ☐ Animals
- ☐ Architecture and Building Work
- ☐ Arts and Culture
- ☐ Business Management and Research
- ☐ Caring

Do you have any additional/specific suitability? For example would you like your volunteers to be within a specific age range, is your opportunity open to corporate social responsibility (CSR) volunteering etc? If so please tick the appropriate boxes.



Additional/specific suitability

- ☐ Employee Volunteering
- ☐ Group Volunteering
- ☐ 16-17 year olds
- ☐ 18-25 year olds

Last of all, do you provide any volunteer expenses, Inductions, Disabled access etc.
If so please tick all that apply to your organisation.

Arrangements *

- ☐ Age/Gender restrictions
- ☐ Disabled Access
- ☐ Equal Opportunities Policy
- ☐ Expenses
- ☐ Induction
- ☐ Insurance cover for volunteers
- ☐ Training available
- ☐ Support Available to Volunteers
- ☐ Health and Safety Policy & Risk assessment of opportunity
- ☐ A named person responsible for Health and Safety
- ☐ Confidentiality Policy
- ☐ Volunteer Recruitment Policy
- ☐ Complaints procedures relevant to volunteers

You have almost completed your submission, all that is left to do is review the
information ahead of the save button.



What we will do with your volunteer opportunities

Volunteer Centre Manchester will post the opportunity/organisation information on our website. When logged in to our website you be able to access the information about volunteers who have signed up for your opportunity.

What we will do with your person/organisation information

We will keep your personal information on a secure, password protected database with restricted access only by Volunteer Centre Manchester staff. The personal information you provide us will not be shared with third parties.

Vetting of volunteers and your responsibilities

Please note that Volunteer Centre Manchester does not carry out any form of vetting on volunteers. Therefore you need to ensure that your organisation has vetting and recruitment procedures in place that are appropriate to the roles volunteers will be involved in. If checks are carried out, this will need to be highlighted in any recruitment promotional materials. If you would like support and advice on recruitment, vetting/screening and DBS checks please contact the Volunteer Centre Manchester team.

Keeping us updated

We would ask that you inform Volunteer Centre Manchester when your opportunity is no longer available. It can be removed from our website. This will ensure that our website is up to date with live opportunities.

What happens next?

Your volunteering opportunity will be listed live on our website and when logged in you will be able to view your volunteers by clicking on 'View volunteers'. You will be able to download their contact details on to an excel spreadsheet.

After the opportunity has taken place

Once the opportunity has taken place you are required to log in and through the 'View volunteers' link let us know which volunteers attended or didn't and to also submit how many hours the volunteers volunteered for.

Volunteer feedback

Volunteers will be able to leave feedback on how they found their volunteering experience which you will be able to view after the opportunity has taken place. Please note that the feedback will be anonymous.

Agreement/declaration

I confirm that the details I have given are correct and that I am happy for this information to be sent to Volunteer Centre Manchester who will promote the opportunity on behalf of my organisation.

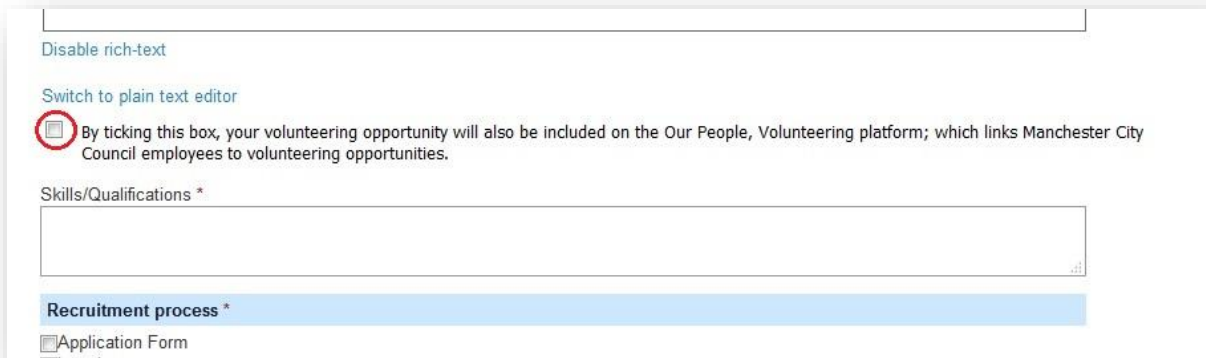
Save

Once you click the save button your opportunity will be received by the VCM administrator, this will then be checked, go live and be visible to over 10,000 volunteers across Manchester.

Accepting Employer Supported Volunteers

We work with Manchester City Council (MCC) and Manchester Health and Care Commissioning (MHCC) to match their employees, who get 3 days volunteer leave each year, to organisations who need support. We have created a portal, which sits on their internal systems, where appropriate opportunities fitting this criteria are funnel to.

You do not need to submit another opportunity to take advantage of this. If you would like your opportunity to be made available to staff at these organisations, tick the box displayed below (located directly beneath the complete description).



Disable rich-text

Switch to plain text editor

☒ By ticking this box, your volunteering opportunity will also be included on the Our People, Volunteering platform; which links Manchester City Council employees to volunteering opportunities.

Skills/Qualifications *

Recruitment process *

☐ Application Form

☐ Interview

Once submitted, this opportunity will be included on the portals and open to employees at MCC and MHCC to use their volunteering leave to support your organisation in this role.

If at any time you require amendments to be made or any of your opportunities to be withdrawn, please contact the VCM team at info@volunteercentremanchester.co.uk or on 0161 830 4770.