



STEP 02

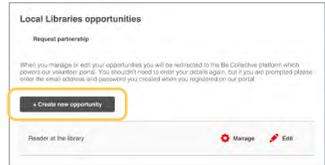
## Add a volunteering role.

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 (these are called 'opportunities' on the platform).

You can save your opportunity as a draft any time and publish it later – just click 'Save & close'.

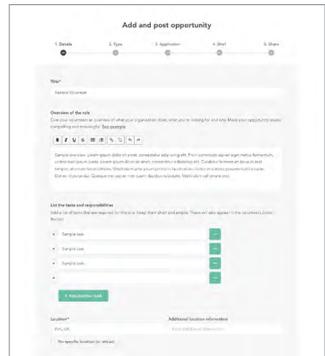
Otherwise, follow the five steps and click 'Create opportunity' and you're done!



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 auto filled from Google Maps, so you can enter the first word of the address and select the appropriate location from the dropdown that appears. The more specific the location the better, as this will help volunteers find opportunities closest to them. We recommend ensuring your location has a postcode when you add it in here. 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**

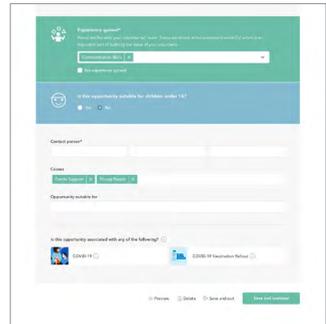
In this section, you can nominate a contact person's name, email address and email. The contact person does not have to be the person who manages your Be Collective account – this can simply be a person volunteers can contact for more information.

• **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.



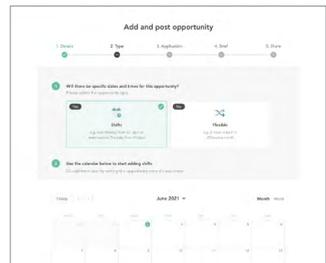
NEXT

## Add the timings and availability for the role.

There are two types of schedules you can have for opportunities on the platform: shifts and flexible.

**Shift schedules** are for when volunteers are needed for specific times or dates, or a specified time range.

For example, you may need someone to make recurring friendly visits within their community at times that suit the people they're visiting.



You could also use a shift schedule for a driver taking service users to attend a regular community group at a specific time each month, or a football coach among many other examples.

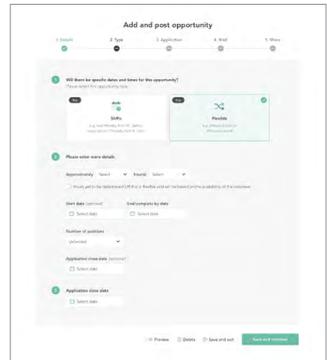
Even if you're not sure exactly when the shifts will be, you can select this option and create shifts after you've received applications and gauged the availability of your volunteers or the needs of your organisation.

**SEE OUR CREATING SHIFTS GUIDE HERE**

**Flexible schedules** are for when you have an idea of how much time you'd like a volunteer to commit, but you're happy to be flexible with when they do so. Flexible schedules can be created for a total commitment by a due date (e.g. 10 hours in total by 31 December) or recurring commitments by week or month.

This can be particularly useful for remote/work-from-home volunteering – for example, you may need a web designer to help build a new website by the end of the year but you're happy for them to work this around their existing commitments.

**SEE OUR SCHEDULING GUIDE HERE**



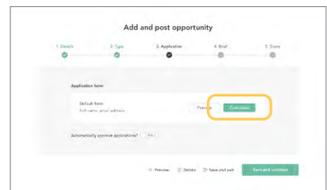
NEXT

## 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.

**SEE OUR APPLICATION FORM GUIDE HERE**



NEXT

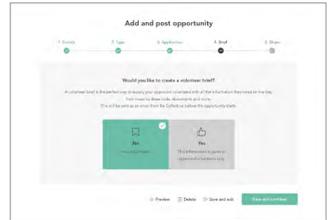
## Add a Volunteer Brief.

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.

 [SEE OUR VOLUNTEER BRIEF GUIDE HERE](#)



LASTLY

## Send the new role to Volunteer Suffolk 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 Volunteer Suffolk, so you don't need to do anything additional here. This means that the team at Volunteer Suffolk will vet your role and then advertise it on the Volunteer Suffolk website.

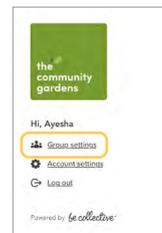


STEP 03

## Add additional detail to your organisation's group.

You have already registered your group on Volunteer Suffolk 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'**. This will redirect you from the Volunteer Suffolk website to the Be Collective platform.



CONT.  
03

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

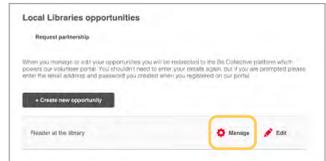
 [SEE OUR EDITING GROUPS GUIDE HERE](#)



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.



Alternatively, click on **'Manage volunteers'** to the right to be taken to the Be Collective platform where you can review and manage volunteer role applications.

STEP  
01

## How to advertise your volunteering roles on the Volunteer Suffolk website:

Next steps once you've published your organisation's group and draft opportunities on Be Collective.

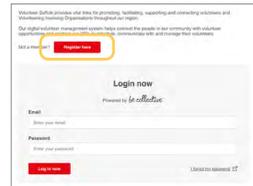
You've already been on Be Collective to edit your organisation's group and publish the opportunities that we uploaded for you as drafts – that's great!

The next step is to log onto the Volunteer Suffolk website as you can manage your advertised volunteering roles and volunteers from here.

## Log in to your organisation's account on the Volunteer Suffolk website.

To begin, go to the Volunteer Suffolk website:  
[www.volunteersuffolk.org.uk/register-your-organisation](http://www.volunteersuffolk.org.uk/register-your-organisation)

Your account on Volunteer Suffolk is the same as your Be Collective account, so **use the same email address and password** that you used when you registered on the Be Collective platform.



STEP  
02

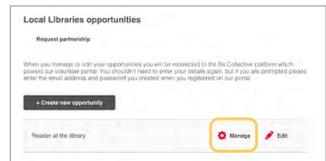
## Manage the volunteering roles you have created.

This will take you to your organisation's account.

You can see that any opportunities that were uploaded for you will be visible here. If there are any that you haven't edited and published yet, these will be labelled as 'drafts' and you can jump in and 'Edit' them from here.

To manage a volunteering role, simply click on the 'Manage' button next to the volunteering opportunity you would like to manage (volunteering roles are called 'opportunities' on the platform).

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.



 [SEE OUR MANAGING VOLUNTEERS GUIDES HERE](#)

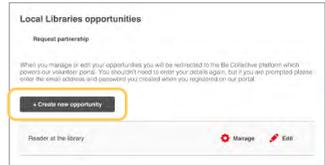
STEP 03

## Advertise more volunteering roles.

You can also use the Volunteer Suffolk website to advertise more volunteering roles

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.

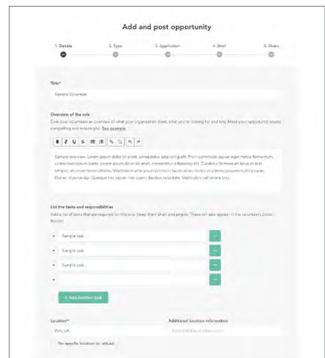
You can save your opportunity as a draft any time and publish it later – just click 'Save & Close'. Otherwise, follow the five steps and click 'Create opportunity' and you're done!



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 auto filled from Google Maps, so you can enter the first word of the address and select the appropriate location from the dropdown that appears. The more specific the location the better, as this will help volunteers find opportunities closest to them. We recommend ensuring your location has a postcode when you add it in here. 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**

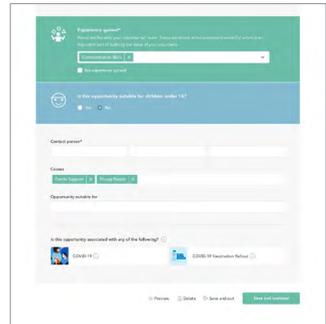
In this section, you can nominate a contact person's name, email address and email. The contact person does not have to be the person who manages your Be Collective account – this can simply be a person volunteers can contact for more information.

- **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.



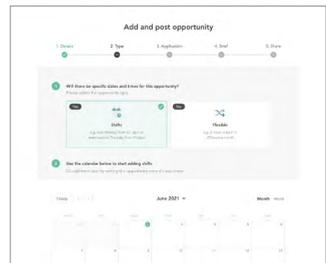
NEXT

## Add the timings and availability for the role.

There are two types of schedules you can have for opportunities on the platform: shifts and flexible.

**Shift schedules** are for when volunteers are needed for specific times or dates, or a specified time range.

For example, you may need someone to make recurring friendly visits within their community at times that suit the people they're visiting.



You could also use a shift schedule for a driver taking service users to attend a regular community group at a specific time each month, or a football coach among many other examples.

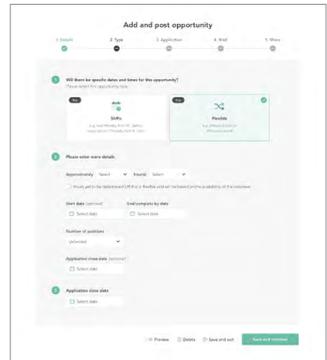
Even if you're not sure exactly when the shifts will be, you can select this option and create shifts after you've received applications and gauged the availability of your volunteers or the needs of your organisation.

**SEE OUR CREATING SHIFTS GUIDE HERE**

**Flexible schedules** are for when you have an idea of how much time you'd like a volunteer to commit, but you're happy to be flexible with when they do so. Flexible schedules can be created for a total commitment by a due date (e.g. 10 hours in total by 31 December) or recurring commitments by week or month.

This can be particularly useful for remote/work-from-home volunteering – for example, you may need a web designer to help build a new website by the end of the year but you're happy for them to work this around their existing commitments.

**SEE OUR SCHEDULING GUIDE HERE**



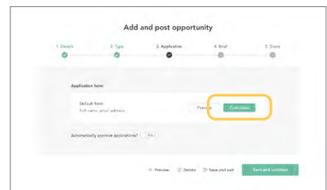
NEXT

## 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.

**SEE OUR APPLICATION FORM GUIDE HERE**



NEXT

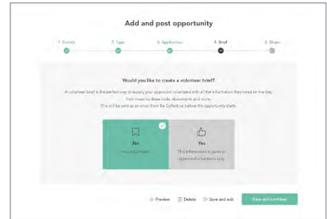
## Add a Volunteer Brief.

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.

 [SEE OUR VOLUNTEER BRIEF GUIDE HERE](#)



LASTLY

## Send the new role to Volunteer Suffolk 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 Volunteer Suffolk, so you don't need to do anything additional here. This means that the team at Volunteer Suffolk will vet your role and then advertise it on the Volunteer Suffolk website.

