

Welcome to Oxfordshire Volunteers!

Instructions for organisations using the new countywide volunteering website

A priority when developing the new countywide volunteering website was that it was simple to use – both for organisations looking for volunteers and individuals searching for opportunities. Whilst we believe the Oxfordshire Volunteers site delivers on this, like all technology it does take a little getting used to and there are definitely hints and tips which will help you to get the most out of the site. The instructions below will guide you through registering your organisation on the website, developing your profile page and registering volunteering opportunities.

If having read this document you have any questions about using the site or more generally about volunteering, please contact your local Volunteer Centre using the details below:

Oxfordshire Community Voluntary Action (OCVA)

Area covered: Oxford, South Oxfordshire and the Vale of White Horse
OCVA, The Old Court House, Floyds Row, Oxford, OX1 1SS
vol@ocva.org.uk / 01865 251946

Volunteer Link-Up

Area covered: West Oxfordshire
Volunteer Link-Up, Wesley Walk, High Street, Witney, OX28 6ZJ
office@vlu.org.uk / 01993 776277

Volunteer Connect

Area covered: Cherwell
Volunteer Connect, 26 Cornhill House, Cornhill, Banbury, OX16 5NG
i.can@volunteerconnect.org.uk / 0300 3030 126

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Registering your organisation on Oxfordshire Volunteers

1. Go to the Oxfordshire Volunteers homepage – oxonvolunteers.org
2. Click on the 'Need Volunteers, add your opportunities' button
3. Enter the contact details for your organisation including a basic description of what you do
4. Please double check all your contact details before accepting the terms and conditions
5. Once you have submitted your registration your local Volunteer Centre will approve it. You can start uploading opportunities whilst you are awaiting approval

To think about

- Ensure the email address provided is one checked regularly and monitored by someone who is responsible for volunteers. If possible use a generic address e.g. vol@organisation.org.uk which will remain with an organisation after an employee leaves rather than someone's name.
- You may want to set up an out of office to acknowledge emails if it will take you a few days to reply to people. Remember, potential volunteers are keen – you want to keep hold of this energy and make them feel wanted!

Creating a profile on Oxfordshire Volunteers

1. Once your account has been approved you will be able to login each time you visit the site. You access the login via the tab on the dark blue bar at the top of the webpage. Make sure you log in as an opportunity provider and not a volunteer
2. Once logged in you will see a light blue bar with a series of tabs. These tabs provide you with data about your volunteers and opportunities and reporting information
3. Click on the 'profile' tab and then click 'your public profile'
4. Add a banner image by clicking on the upload profile image button
5. Upload your logo by clicking the upload new logo button
6. You can also enter text which provides an introduction to your organisation. Volunteers will view this if they wish to learn a little more background about you
7. Once updated click save changes

You can also update your organisation's details from the profile tab. Please ensure you check these are correct regularly, especially when staff leave. We would advise you use generic email addresses rather than employees names e.g. vol@organisation.org.uk so that they can be passed to new staff members

Registering Opportunities

1. Log in to Oxfordshire Volunteers by clicking login on the dark blue bar at the top of the home page. Make sure you log in as an opportunity provider and not as a volunteer
2. Once logged in you will see a light blue bar with a series of tabs
3. Under manage opportunities you can click on 'create opportunity'
4. You then need to complete the form, providing details about your opportunity. The form is relatively self-explanatory but **please read the guidelines below before completing the form for the first time.** There are subtleties to this system and if we don't have all the information, it will slow down the process of approving your role.

To think about

Do consider how many new volunteers and enquiries you can deal with before uploading all your opportunities at once. You may prefer to upload roles periodically to help manage the interest you receive.



Opportunity name	<ul style="list-style-type: none"> - The name should clearly state what the role is - Be careful with language. You may be very familiar with words such as befriender or mentor but not all volunteers will
Opportunity description	<ul style="list-style-type: none"> - Write a description which captures your role. It does not need to be a comprehensive list of every task, but enough to give people a taste - Try to describe the experience someone may have volunteering for you – <i>the size of your team, what the office is like</i>. This can help anxious volunteers - <u>Please state if references are required</u> – <i>there is not currently a box to write this, although there will be when the website has its next update</i> - <u>Please state if a DBS check is required</u> – make it clear if you do this check <p>Describe what expenses you cover</p>
Volunteer Perks	<p>This can be any positive of volunteering for you. Please, please don't leave it blank. It could include things like:</p> <ul style="list-style-type: none"> - Travel expenses covered - Opportunity to be part of a small, friendly team - Tea and coffee provided - Free parking available - Full training given for your role - Opportunities to develop new skills – be specific as to what skills
Skills Required	Do take the time to fill this in. Think about the sort of person / people you are looking for and the qualities they would need to have.
Activity Tags	<p>So important! Please ensure you complete this. Activity tags describe the task volunteers will be undertaking. They are key words a volunteer may use to find your opportunity. Without adding them it will be much harder for people to find your role. After you have added each activity tag, please press the enter button. The tags you have used will appear next to the 'Added Tags' phrase. E.g. if it was a conservation role you might add: plants, outdoors, green, environment, weeding etc. as activity tags.</p> <p>If your opportunity is suitable for an employee volunteering activity please add 'employee volunteering' and 'corporate volunteering' as activity tags. People may search these phrases if looking for corporate volunteering roles.</p>
Opportunity part of a larger events	Select 'yes' if you are organising an event such as a carnival and you have several separate roles e.g. stewards, fundraising, people to help setting up etc. Volunteers will then be able to view all the different roles for your event.
Travel information	Describe to people if you are on a bus route, whether you have parking facilities, secure bike storage etc. All these uncertainties can create anxiety for some volunteers.
Expenses paid	If you pay expenses please say yes! Expenses are a real barrier to people volunteering so if you are able to cover them, make this clear.
Are volunteers JOINING / APPLYING?	Joining is if someone can just sign up and turn up. Applying is if someone will need to complete a registration form before volunteering.
Restrict to your linked volunteers?	Linked volunteers are individuals already connected to your organisation. You may need a volunteer last minute and therefore only want people you had vetted. On these occasions you would restrict the role to linked volunteers.
Maximum number of applicants per session	We appreciate that not all of you will run volunteering in sessions. If the role is a little more flexible, e.g. people coming in to help out with admin tasks, then put the maximum number of volunteers you could cope with here.
Share this opportunity to the larger network you belong to	It may be that sub sites of Oxfordshire Volunteers develop over time with their own landing page. By selecting yes here, your role would automatically be shared to their site, widening the potential audience who see it.
Make opportunity available nationally - TryVolunteering.com	This is a nationwide site managed by the company who developed the Oxfordshire Volunteers website. By sharing your role to this page it increases the number of people who may see it.
Session and time Repeating Non-Repeating Flexible	We are aware it may be tricky to put dates in for when opportunities start and finish. If you have an ongoing role just put a date in a year's time. We don't want roles on the website indefinitely as it results in a lot of out of date information. By revisiting and refreshing opportunities each year, you can update adverts to reflect your current needs.

