

How to manage your volunteering opportunities

This guide explains how to manage your volunteering opportunities in the NHS Volunteering service.

Sign in to the [NHS Volunteering service](#) to access your account and follow the instructions in this guide.

Contents

How to manage your volunteering opportunities	1
 Your NHS Volunteering Service dashboard	3
 View the details of a published listing	4
 Edit a live listing.....	5
 Check your answers before re-publishing your listing.....	6
 Preview listing	7
 Your listing is now re-published.....	8
 View the live listing	9
 View a printable application form for this listing	10
 Reuse this listing	11
 Reuse opportunity tasklist.....	12
 Close the listing.....	13
 View application	14

Your NHS Volunteering Service dashboard

This page explains how to use the NHS Volunteering dashboard.

1. Select the '**NHS Volunteering**' logo to return to the dashboard.
2. Select the '**Log out**' link to log out of your NHS Volunteering account.
3. Select the '**Take our survey**' link to provide feedback on the service.
4. Select the '**View your organisation's details**' link to view your organisation details. **See the 'How to view and manage your organisation's details' guide for more information.**
5. Select the '**View your organisation's opportunities**' link to view your live listings. **See the 'How to view and share your organisation's live opportunities guide' for more information.**
6. Select the '**Create new listing**' button to create and publish an opportunity. **See the How to create and publish an opportunity guide for more information.**
7. Select the '**Search for a listing**' link to search for one of your listings. **See the How to search for an opportunity guide for more information.**
8. Select the relevant tab to view published, closed and draft listings.
9. Select the '[Job title](#)' link to manage listing and view applications received.
10. Select the '**Next**' link to view more pages of listings.
11. Use the links at the bottom of the page to access help and support or view our terms and conditions, Accessibility statement, Privacy policy and Cookies policy.

The screenshot shows the NHS Volunteering dashboard interface. At the top, there is a blue header bar with the NHS logo and 'Volunteering' text. On the right, there is a 'Log out' link. Below the header, there is a 'New service' banner with a link to 'Give your feedback to help us improve this service. Take our survey (opens in a new tab)'. The main content area is titled 'Your dashboard' and includes a sub-header 'Your organisation is NHS Volunteering - Training and Support'. Below this, there are four links: 'View your organisation's details', 'View your organisation's opportunities (opens in a new tab)', 'Create new listing' (a green button), and 'Search for a listing' (a grey button). The 'Your listings' section features three tabs: 'Published (29)', 'Closed (10)', and 'Draft (1)'. The 'Published' tab is active, showing a table with columns: 'Title', 'Date created', 'Closing date', and 'Applications received'. The table lists two entries: 'Walk and talk Volunteer 12/05/25 VZBSA2-CSN-NND' and 'Walk and talk Volunteer VZBSA2-YM5-6NC'. At the bottom right, there is a 'Next' link with a right arrow and 'Page 2 of 2'. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

View the details of a published listing

To view details or manage your listing, complete the following steps:

1. View the URL of the listing on the NHS Volunteering website.
2. View the date the listing was published to the NHS Volunteering site.
3. Select the '[Edit live listing](#)' link.
4. Select the '[View live listing](#)' link.
5. Select the '[View a printable application form for this listing](#)' link.
6. Select the '[Reuse this listing](#)' link.
7. Select the '[Close the listing](#)' link.
8. Select the '[View application](#)' link.

NHS Volunteering Log out

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

[Go back](#)

Listing reference number: VZBSA2-C5N-NND

Walk and talk Volunteer 12/05/25 Live

1 listing url: <https://stage.nhs-volunteering.nhsbsa.net/volunteer/opportunity-listing/vzbsa2-c5n-nnd>

2 Date published: 12 May 2025

Volunteer details will only be stored in accordance with our [privacy policy](#).

What you can do

3 [Edit live listing](#)

4 [View live listing \(opens in a new tab\)](#)

5 [View a printable application form for this listing \(opens in a new tab\)](#)

6 [Reuse this listing](#)

7 [Close the listing](#)

Your applications

Applicant	Date received	Application details
V-FFY-2T2	12 May 2025	View application 8

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

Tip: Use the 'Go back' link at the top of the page to return to the dashboard.

Edit a live listing

Important: Use the 'How to create and publish an opportunity guide to find out how to enter information in any section you are editing.

To edit a section, complete the following steps:

1. Select the link for the section you want to edit and then edit the information.
2. Select the '[Check your answers and re-publish the listing](#)' link.

NHS Volunteering Log out

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

[Go back to dashboard](#)

Reference number: VZBSA2-C5N-NND

Walk and talk Volunteer

12/05/25 Live

Before you can publish any changes to this listing, you need to complete each section.

You have completed 3 of 4 sections.

- 1. Setting up a listing**
 - [Edit the title](#) Completed
- 2. Edit an opportunity listing**
 - [Edit the summary](#) Completed
 - [Edit the description of the opportunity](#) Completed
 - [Edit what type of person are you looking for?](#) Completed
 - [Edit the overview of the application process](#) Completed
 - [Edit who will support the volunteer](#) Completed
 - [Edit locations](#) Completed
 - [Edit availability requirements](#) Completed
 - [Edit the contact details](#) Completed
 - [Edit opportunity tags](#) Completed
 - [Choose search filters](#) Completed
- 3. Select application settings**
 - [Decide how you want to receive applications](#) Completed
 - [Edit the closing date](#) Completed
- 4. Update the listing**
 - [Check your answers and re-publish the listing](#) Not started

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

Check your answers before re-publishing your listing

To use the check your answers page, complete the following steps:

1. Select the relevant 'Change' link to change the details of that section.
2. Select the '[Preview listing](#)' link to view a preview of the advert.
3. Select the '[Update listing](#)' link to re-publish the opportunity to the NHS Volunteering site.

NHS Volunteering
 Log out

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

[Go back](#)

Re-publish the listing
Check your answers before re-publishing your listing

Listing set up

Title	Walk and talk Volunteer 27062024	Change
-------	----------------------------------	------------------------

Listing details

Search result preview	Main responsibilities: to encourage people to take part in walking activities around the site and help them along the way. Shifts are available from 8am to 1pm, Mondays to Fridays.	Change
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.	Change
Person specification	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.	Change
Application process	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.	Change
Who will support the volunteer	Ward Manager	Change
Remote	No	Change
Location 1	152 PILGRIM STREET NEWCASTLE UPON TYNE NE1 6SN	
Location 2	STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY	
Availability	Shifts are available from 8am to 1pm, Mondays to Fridays.	Change
Contact details	Contact: Wayne Liddle Email address: wayne.liddle@nhs.uk Telephone number: 0191 2754000	Change

Application settings

How you want to receive applications	Yes	Change
Application Limit	Yes - 40	Change
Closing date	15 December 2024	Change

Before you update this listing

Check you are happy with the changes you have made to this live listing. After you update this listing any existing content you had before will be replaced.

3 [Update listing](#)
2 [Preview listing](#)

Preview listing

Important: You will only see this page if you have chosen to preview the listing.

To use the preview listing page, complete the following steps:

1. View the details of the opportunity to make sure they are correct.
2. Select the '[Update listing](#)' button to publish the opportunity.
3. Select the '[Go back to tasklist](#)' link to return to the opportunity tasklist.

NHS Volunteering Log out

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

[Go back](#)

NHS Volunteering - test account - updated Jen

Walk and talk Volunteer

27062024

The closing date for this opportunity is 15 December 2024.

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.

1

Useful information about the opportunity

Date posted:	16 August 2024
Shifts available:	Shifts are available from 8am to 1pm, Mondays to Fridays.
Reference Number:	VZBSA-DVC-MP2
Role locations:	152 PILGRIM STREET NEWCASTLE UPON TYNE NE1 6SN STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY
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](#)

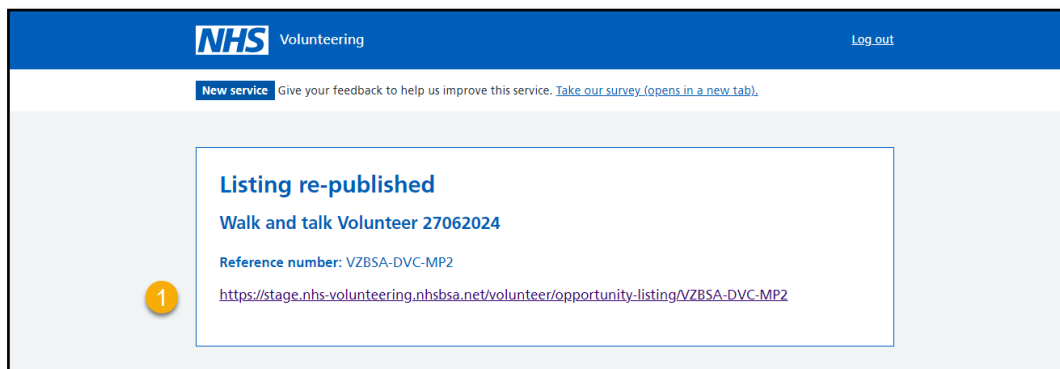
2 [Update listing](#)

3 [Go back to tasklist](#)

Your listing is now re-published

To view the listing on the NHS Volunteering site and manage the listing, complete the following steps:

1. View the opportunity listing on the NHS Volunteering website by selecting the 'Opportunity URL' link.



You've re-published your opportunity and reached the end of section.

[Return to the start of guide.](#)

View the live listing

Important: the live listing will open in a new tab. You can return to the listing details page by [selecting the correct tab on your browser](#).

To expand the details of the live listing, complete the following steps:

1. Select the **'About'** link to see the details for your organisation. (Optional)
2. Select the **'Who to contact if you have questions'** link to see the contact details listed for this opportunity. (Optional)

NHS Volunteering

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

[Go back](#)

NHS Volunteering - test account

Walk and talk Volunteer

The closing date for this opportunity is 01 August 2024.

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

[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:	26 April 2024
Shifts available:	Shifts are available from 8am to 1pm, Mondays to Fridays.
Reference Number:	VZBSA-DTD-Y35
Role locations:	STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY 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.

- 1 [About NHS Volunteering - test account](#)
- 2 [Who to contact if you have questions](#)

[Register for this opportunity](#)

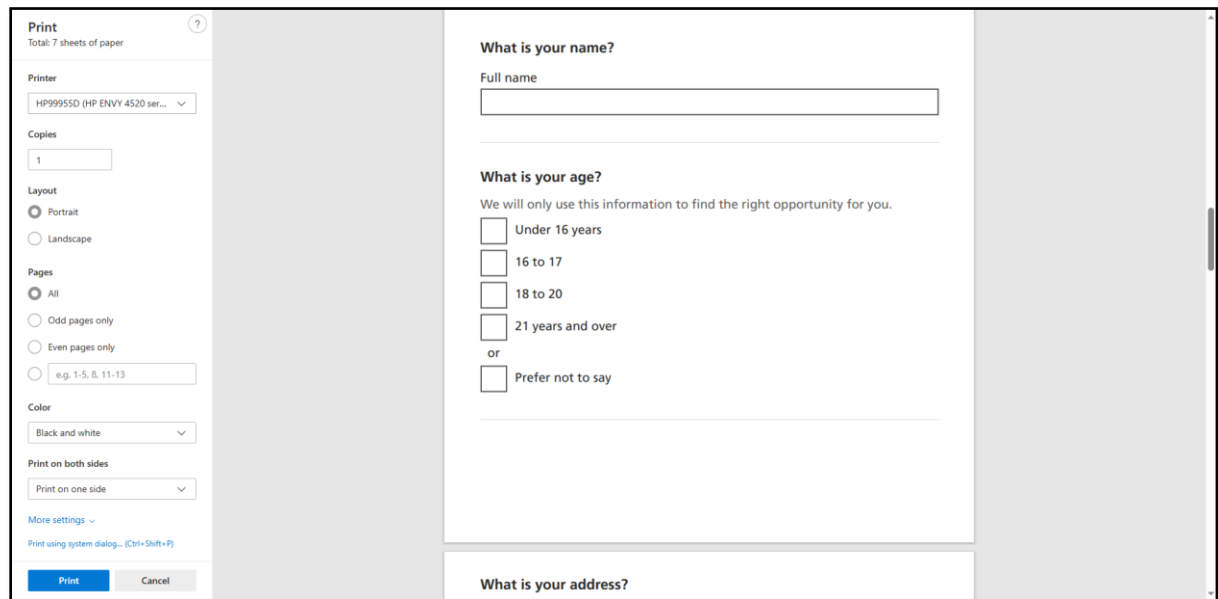
[Help and support](#)
[Terms and conditions](#)
[Accessibility statement](#)
[Privacy](#)
[Cookies](#)
 © Crown copyright

View a printable application form for this listing

Important: the live listing will open in a new tab. You can return to the listing details page by [selecting the correct tab on your browser](#).

To print the application form:

1. Use the right button on your mouse and select 'Print'.
2. Follow your local processes to print the application form.

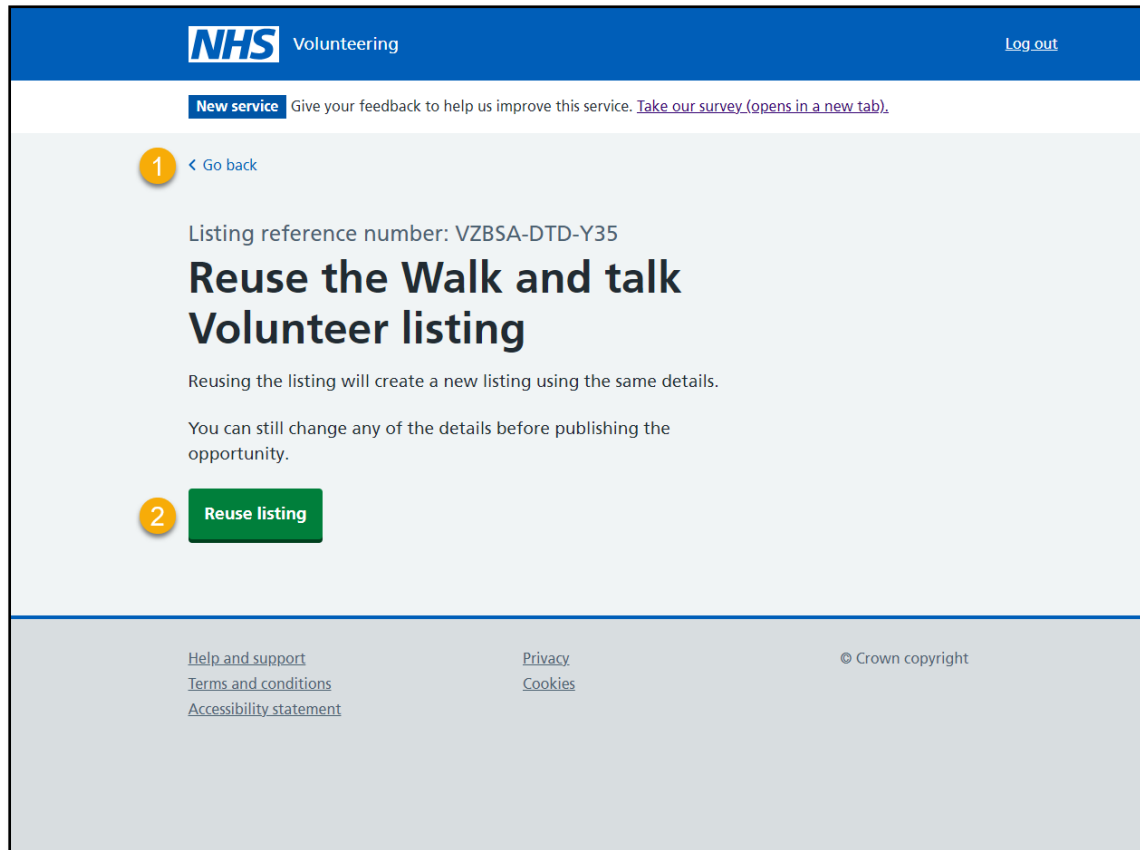


The image shows a print dialog box in the foreground, partially obscuring a form in the background. The print dialog box has a title bar 'Print' and a subtitle 'Total: 7 sheets of paper'. It contains several sections: 'Printer' with a dropdown menu showing 'HP9995SD (HP ENVY 4520 ser...)', 'Copies' with a text input field containing '1', 'Layout' with radio buttons for 'Portrait' (selected) and 'Landscape', 'Pages' with radio buttons for 'All' (selected), 'Odd pages only', 'Even pages only', and a text input field for 'e.g. 1-5, 8, 11-13', 'Color' with a dropdown menu showing 'Black and white', 'Print on both sides' with a dropdown menu showing 'Print on one side', and a 'More settings' link. At the bottom of the dialog are 'Print' and 'Cancel' buttons. The background form is titled 'What is your name?' and has a 'Full name' text input field. Below this is another section titled 'What is your age?' with a subtext 'We will only use this information to find the right opportunity for you.' and a list of age ranges with checkboxes: 'Under 16 years', '16 to 17', '18 to 20', '21 years and over', and 'or Prefer not to say'. At the bottom of the form, the text 'What is your address?' is visible.

Tip: Follow your local processes for printing depending on the type of device you are using.

Reuse this listing

1. Select the '[Go back](#)' link if you don't want to reuse the listing. (Optional)
2. Select the '[Reuse listing](#)' button to close the listing.



Reuse opportunity tasklist

Important: You must complete the application settings sections before you can publish your opportunity listing. You can make changes to all sections by selecting the relevant link.

NHS Volunteering [Log out](#)

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

[Go back to dashboard](#)

Reference number: VZBSA2-BHT-N42

Walk and talk Volunteer

12/05/25 Draft

You need to complete all tasks before you can advertise your opportunity.

You can save your progress and return to it later.

You have completed 2 of 4 sections.

- Setting up a listing**
 - [Add a title](#) Completed
- Create an opportunity listing**
 - [Add a summary](#) Completed
 - [Add a description of the opportunity](#) Completed
 - [What type of person are you looking for?](#) Completed
 - [Add an overview of the application process](#) Completed
 - [Add who will support the volunteer](#) Completed
 - [Add locations](#) Completed
 - [Add availability requirements](#) Completed
 - [Set the contact details](#) Completed
 - [Add opportunity tags](#) Completed
 - [Choose search filters](#) Completed
- Select application settings**
 - [Decide how you want to receive applications](#) Not started
 - [Set a closing date](#) Not started
- Publish the listing**
 - [Check your answers](#) Cannot start yet

[Delete listing](#)

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

Tip: You can find out how to update and complete your opportunity in the 'How to create and publish a volunteering opportunity' guide.

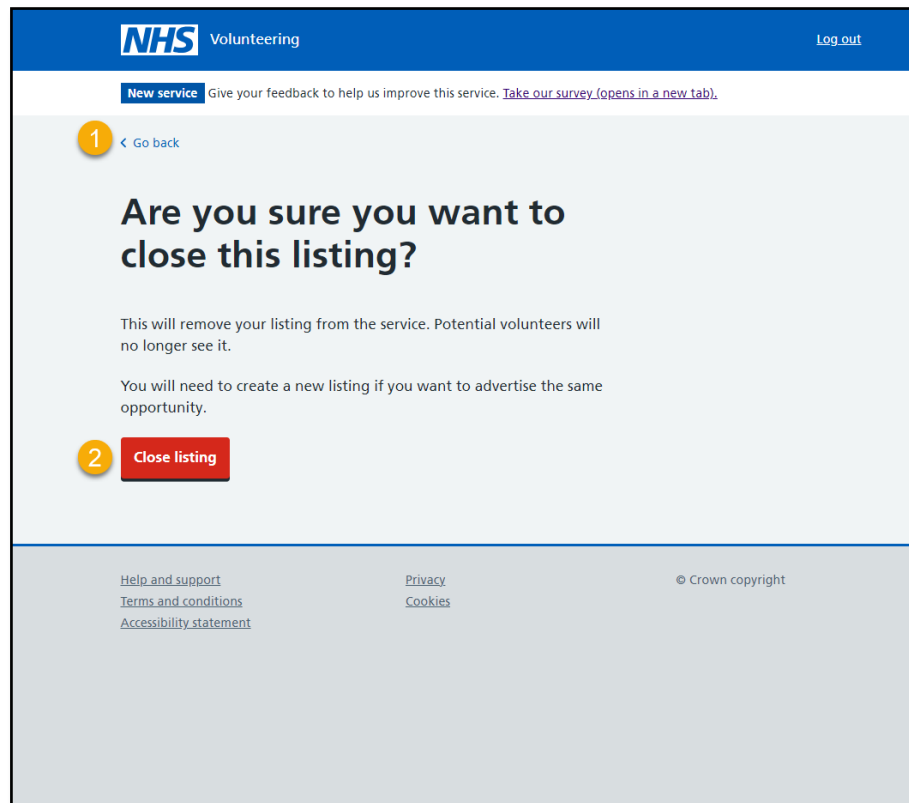
[Return to the start of guide.](#)

Close the listing

Important: Once you close the listing, potential volunteers will no longer be able to see it and you will need to create a new listing if you want to advertise the same opportunity.

To close the live listing, complete the following steps:

3. Select the '[Go back](#)' link if you don't want to close the listing. (Optional)
4. Select the '[Close listing](#)' button to close the listing.



Tip: When you select the 'Close listing' button you will be returned to the listing details page and a message confirming the listing is now closed will be displayed at the top of the page.

View application

Important: Applications will only be available in NHS Volunteering if you have chosen to use the service when creating the listing.

To use the View application page, complete the following steps:

1. Select the '[Go back](#)' link to return to the listing details page.
2. Select the '**Print this page**' button to print the details you can see on the screen.

NHS Volunteering [Log out](#)

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

1 [Go back](#)

Reference number: V-XF8-DVC

Walk and talk Volunteer application

Date received: 30 April 2024

! This page includes the applicant's personal information.

Name	Wayne Liddle
Age	Prefer not to say
Address	1 Street Town NE1 6SN
Email Address	[REDACTED]
Phone Number	[REDACTED]
Your availability	every Thursday and Friday from 10 am to 1 pm.
Support needed	None
About you	I have volunteered as a patient companion at Newham University Hospital for the past 5 years. I have recently moved home and I would like to continue volunteering in my new area.

2 **Print this page**

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

You've reached the end of this user guide.

[Return to the start of guide.](#)