

How to search for a listing

This guide explains how to search for a listing that you have created using in the NHS Volunteering service.

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

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Search for a listing

Important: You must be signed into your NHS Volunteering account and on the 'Your Dashboard' page.

To search for a listing, complete the following step:

1. Select the 'Published' tab to view your currently live listings.
2. Select the 'Closed' tab to view your closed listings.
3. Select the 'Draft' tab to view your draft listings.
4. Select the 'Next' link to view more listings.
5. Select the [Search for a listing](#) button to search for a specific listing.

Your dashboard

You can use your dashboard to create, edit and reuse listings. You can also review your applications.

Your organisation is NHS Volunteering - test account - updated Jen

[View your organisation's details](#)

[View your organisation's opportunities \(opens in a new tab\)](#)

[Manage team members](#)

[Create new listing](#)

[Search for a listing](#)

Your listings

Published (151) Closed (108) Draft (132)

Title	Date created	Closing date	Applications received
Hospital DJ VZBSA-3FG-98H	29 December 2025	12 May 2026	None
Walk and talk volunteer VZBSA-CY2-DW4	16 December 2025	21 February 2026	3
Oxford opportunity VZBSA-4N6-CWN	25 November 2025	15 July 2026	None

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Search using a title or reference number

To search for your listing using a title or reference number, complete the following steps:

1. Enter the title of your listing in the **Search by listing title** text box.
Or
2. Enter the reference number in the **Search by listing reference number** text box.
For example, VZPMC-TT6-NW7
3. Select the [Search](#) button.

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](#)

Search for a listing

Search by listing title

1

Search by listing reference number
For example, VZPMC-TT6-NW7

2

You can only search by either listing title or listing reference number.

3

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Search results

To view the details of the listing you have searched for, complete the following steps:

1. Select the ['Go back'](#) link to search again (optional).
2. Select the ['Opportunity title'](#) link to view the details of the listing.

The screenshot shows the NHS Volunteering search results page. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, there is a 'New service' banner with a feedback link. The main content area is titled 'Search results' and shows 'There is 1 listing for 'Telephone''. A table lists the search results with columns for Title, Date created, Closing date, Applications received, and Status. The first result is 'Telephone Befriender' (VZBSA2-HR8-R2B), created on 06 May 2025, with no closing date and no applications received. The status is 'Published'. A 'Go back' link is visible at the top left of the search results area.

Title	Date created	Closing date	Applications received	Status
Telephone Befriender VZBSA2-HR8-R2B	06 May 2025	Not provided	None	Published

At the bottom of the page, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a copyright notice: '© Crown copyright'.

Tip: You can see the date created, closing date and status of any listing returned in your search results.

You've reached the end of this user guide.

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