

How to apply for a volunteering opportunity in the NHS Volunteering service

This guide explains how to apply for a volunteering opportunity using the NHS Volunteering service.

Go to the [NHS Volunteering website](#) to search for volunteering opportunities with the NHS.

Use the **How to search for a volunteering opportunity using the NHS Volunteering service** guide to search for an opportunity. To locate the guide, please visit the [Help and support for volunteers](#) page.

Important: Recruiters can choose to redirect volunteers to register using their own system, website or forms. This guide covers what to do when the recruiter uses the NHS Volunteering service.

You will not need to create an account to apply for a volunteering opportunity with an NHS organisation based in England.

You must fill out the form in a single session. You will not be able to save your progress.

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Apply for an opportunity

Important: You must be on an opportunity advert on the NHS Volunteering website to follow these steps.

To register your interest:

1. Select the '[Apply for this opportunity](#)' button from the top or bottom of the page.

The screenshot displays the NHS Volunteering website interface for a specific opportunity. At the top, the NHS logo and 'Volunteering' text are visible. Below this, a 'BETA' notice and a feedback link are present. A 'Go back' link is located at the top left of the main content area. The main heading is 'NHS Volunteering - test account - Walk and talk volunteer'. Below the heading, there is a closing date of 01 December 2024 and a note that the organisation may close the opportunity at any time. A prominent green button with a '1' icon and the text 'Apply for this opportunity' is positioned below the closing date. The main content is divided into several sections: 'Summary', 'Am I the right person for this?', 'Useful information about the opportunity', and 'What happens after you apply for this opportunity'. The 'Useful information' section contains a table with details such as 'Date posted', 'Shifts available', 'Reference Number', 'Role locations', and 'Who will support you'. At the bottom of the page, there are two links: 'About NHS Volunteering - test account - updated_jen' and 'Who to contact if you have questions'. A second green 'Apply for this opportunity' button is located at the very bottom of the page.

NHS Volunteering

BETA 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 December 2024.
The organisation may close this opportunity at any time based on their needs.

1 [Apply 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:	19 September 2024
Shifts available:	Shifts are available from 8am to 1pm, Mondays to Fridays.
Reference Number:	VZBSA-7C3-HK3
Role locations:	STELLA HOUSE GOLDCREST WAY NEWCASTLE UPON TYNE NE15 8NY
Who will support you	Volunteer Team Manager

What happens after you apply for this opportunity

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](#)

1 [Apply for this opportunity](#)

Tip: Use the 'Go back' link displayed on any page to go back to the previous page.

Apply for this opportunity – Before you start

Important:

Only use this guide if the screen you are presented with is titled '**Apply for this opportunity**'.

If the screen displayed is titled '**We are taking you to register with the organisation**' the recruiter is using their own system or form, and you will need to contact them for support.

Before you start to apply for a volunteering opportunity:

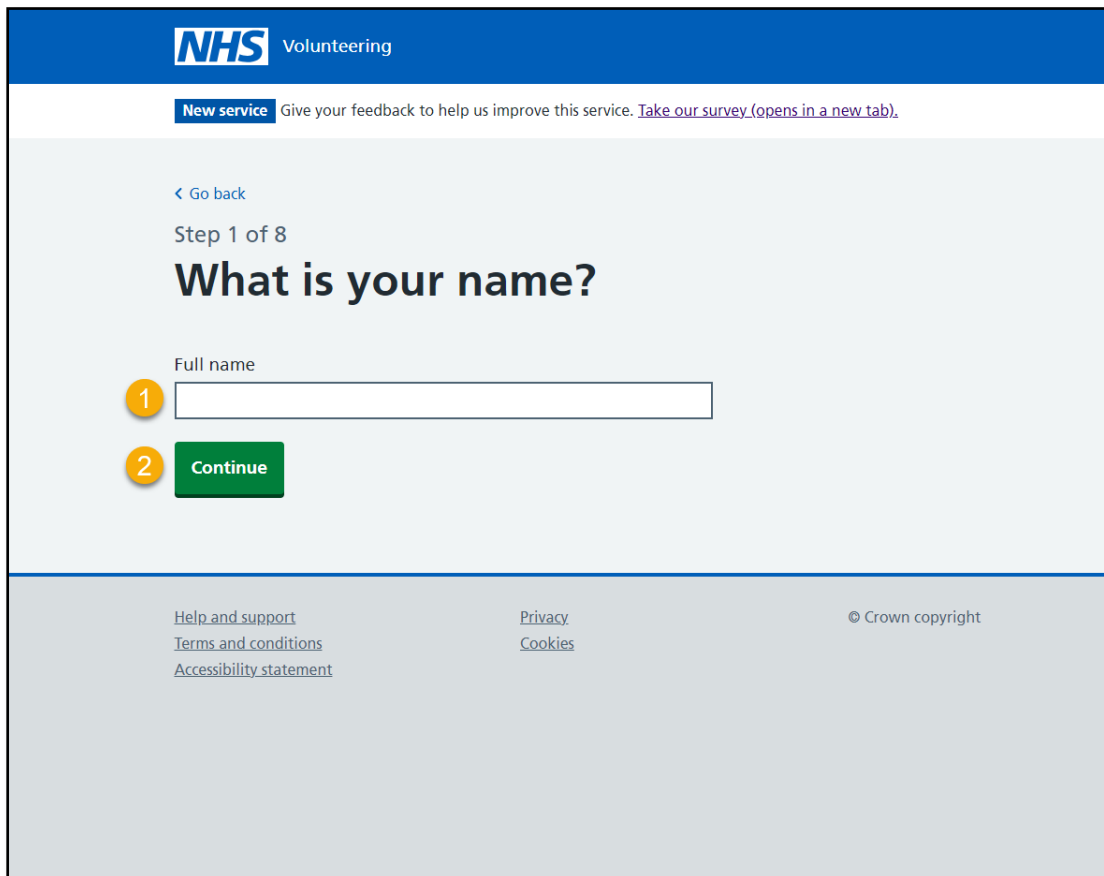
1. Read the information you will be asked to give when applying.
2. Select the 'Go back to the opportunity page' to return to the advert. (Optional)
3. Select the [Start](#) button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a blue banner contains the text 'BETA Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)'. The main content area has a light blue background. It starts with a '< Go back' link. The title 'Apply for this opportunity' is prominently displayed. Below the title, a paragraph states: 'Use this form to apply for a volunteering opportunity with an NHS organisation based in England.' A vertical blue bar is followed by two lines of text: 'You will not need to create an account.' and 'You must fill out the form in a single session. You will not be able to save your progress.' The section 'Before you start' follows, with the text 'We will ask you for:' and a bulleted list: '• your personal and contact details', '• your availability', '• a statement about your reasons for volunteering', and '• any support you might need'. A numbered orange circle '1' is placed to the left of the list. Below the list, it says 'The form should take you around 15 minutes to complete'. The next section is 'If you need help with the application', with a numbered orange circle '2' to the left. The text reads: 'Go back to the opportunity page and contact the organisation to discuss what support is available. They might offer paper forms or help you complete the online form.' At the bottom of this section, a numbered orange circle '3' is to the left of a green button labeled 'Start'. The footer contains links for 'Help and support', 'Terms and conditions', 'Privacy', 'Cookies', 'Sign in to advertise NHS Volunteer opportunities', and '© Crown copyright'.

What is your name?

To provide your name:

1. Enter your name into the **Full name** text box.
2. Select the '[Continue](#)' button.

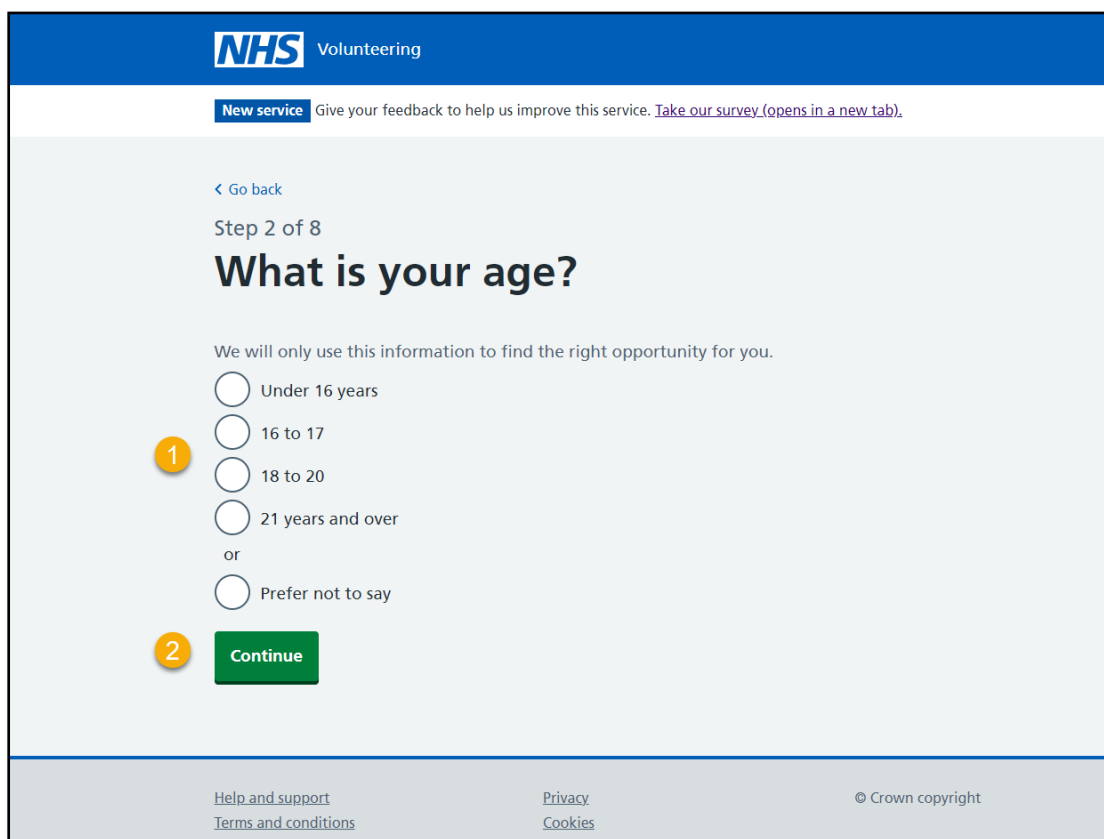


The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, there is a white banner with a 'New service' button and a link to 'Take our survey (opens in a new tab)'. The main content area is light grey and contains a '< Go back' link, 'Step 1 of 8', and the title 'What is your name?'. Below the title, there is a 'Full name' label and a text input field. A yellow circle with the number '1' is positioned to the left of the input field. Below the input field, there is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, there is a grey footer with links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', and a copyright notice '© Crown copyright'.

What is your age?

To provide your age:

1. Select the correct button from the choices of:
 - Under 16 years
 - 16 to 17
 - 18 to 20
 - 21 years and over
 - Prefer not to say
2. Select the ['Continue'](#) button.



The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white banner contains a 'New service' notification: 'Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).' The main content area is light grey and features a 'Go back' link, 'Step 2 of 8', and the title 'What is your age?'. A statement reads: 'We will only use this information to find the right opportunity for you.' There are five radio button options: 'Under 16 years', '16 to 17', '18 to 20', '21 years and over', and 'Prefer not to say'. A yellow circle with the number '1' is positioned to the left of the '18 to 20' option. Below these options is the word 'or' and a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, there are links for 'Help and support', 'Terms and conditions', 'Privacy', and 'Cookies', along with the text '© Crown copyright'.

Find your address

To find your address:

1. Enter your house number or house name in the **House number or name** text box.
2. Enter your postcode in the **UK postcode** text box.
3. Select the '[Find address](#)' button.
Or
4. Select the '[Enter my address manually](#)' link.
Or
5. Select the '[Go back to the opportunity page](#)' link to find the recruiter contact details if you don't have a fixed address.

The screenshot shows the NHS Volunteering website interface for finding an address. At the top, there is a blue header with the NHS logo and 'Volunteering' text. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'Step 3 of 8 Find your address'. It contains two text input fields: 'House number or name' (with an example '12 or Flat 8B') and 'UK postcode' (with an example 'LS2 7UE'). A green 'Find address' button is labeled with a '3' in a yellow circle. A link 'Enter my address manually' is labeled with a '4' in a yellow circle. A section titled 'If you do not have a fixed address' is expanded, showing a link 'Go back to the opportunity page' labeled with a '5' in a yellow circle, with the instruction to contact the organisation. A 'Go back' link is at the top left. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with '© Crown copyright'.

Select your address

Important: You'll only see this page if you've searched for an address.

To confirm the address from the postcode search results, complete the following steps:

1. Select an option:
 - ['Address returned in list'](#).Or
 - ['My address is not on this list'](#).
2. Select the 'Continue' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, there is a white banner with a 'New service' notification: 'Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).' The main content area is light grey and contains a '< Go back' link, the text 'Step 3 of 8', and the heading 'Select your address'. Below the heading, it says '1 addresses found for '36' and [redacted]'. Underneath, it says 'Select one option' and presents two radio button options: '36 [redacted]' (which is selected and has a yellow '1' next to it) and 'My address is not on this list'. A green 'Continue' button with a yellow '2' next to it is positioned below the options. At the bottom of the page, there is a footer with links for 'Help and support', 'Terms and conditions', and 'Accessibility statement' on the left, and 'Privacy' and 'Cookies' on the right, along with the text '© Crown copyright'.

What is your address?

Important: You'll only see this page if you've chosen to manually add the address, or the address was not on the list.

To confirm the job location from the postcode search results, complete the following steps:

1. Enter the details of the address in the following text boxes:
 - 'Address line 1'.
 - 'Address line 2' (optional).
 - 'Town or city'.
 - 'County' (optional).
 - 'Postcode'.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a 'New service' banner encourages users to provide feedback. The main content area is titled 'What is your address?' and is part of a 3-step process (Step 3 of 8). It contains several text input fields: 'Address line 1', 'Address line 2 (optional)', 'Town or city', 'County (optional)', and 'Postcode'. A yellow circle with the number '1' is positioned to the left of the 'Town or city' field. Below the 'Postcode' field, there is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement' on the left; 'Privacy' and 'Cookies' in the center; and '© Crown copyright' on the right.

What is your email address?

To provide your email address:

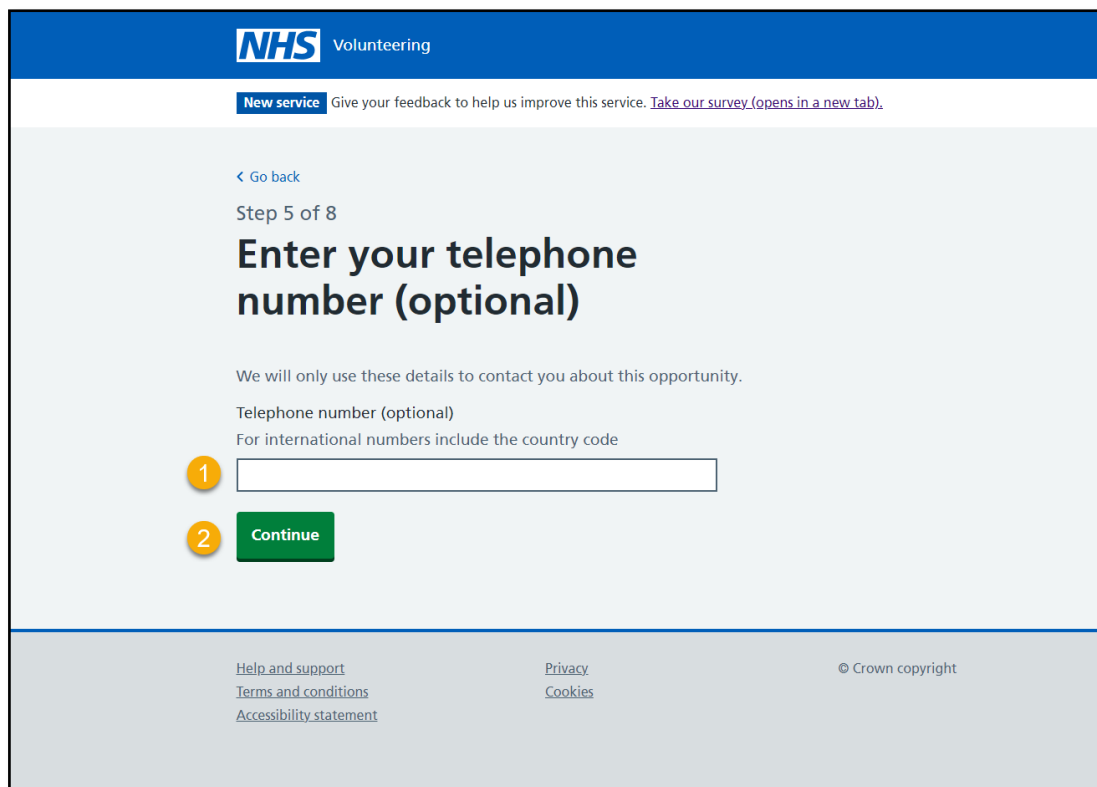
1. Select the '[Go back to the opportunity page](#)' link to find the recruiter contact details if you don't have an email address.
Or
2. Enter your email address into the **Email address** text box.
3. Re-enter your email address into the **Confirm email address** text box.
4. Select the '[Continue](#)' button.

The screenshot shows the NHS Volunteering website interface. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, a white banner contains a 'New service' button and a link to 'Take our survey (opens in a new tab)'. The main content area is light grey and features a 'Go back' link, the text 'Step 4 of 8', and the title 'What is your email address?'. A sub-header states 'We will only use these details to contact you about this opportunity.' followed by a dropdown menu 'If you don't have an email address'. Below this, a numbered list (1-4) provides instructions: 1. Go back to the opportunity page and contact the organisation to discuss what support is available. They might offer paper forms or help you complete the online form. 2. Email address (with an input field). 3. Confirm email address (with an input field). 4. Continue (with a green button). The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', along with the text '© Crown copyright'.

Enter your telephone number (optional)

To provide your telephone number:

1. Enter your telephone number into the **Telephone number** text box. (Optional)
2. Select the [Continue](#) button.



The screenshot shows a web form for NHS Volunteering. At the top, there is a blue header with the NHS logo and the word 'Volunteering'. Below the header, there is a 'New service' banner with a link to a survey. The main content area is light blue and contains a 'Go back' link, the text 'Step 5 of 8', and the title 'Enter your telephone number (optional)'. A message states: 'We will only use these details to contact you about this opportunity.' Below this, the label 'Telephone number (optional)' is followed by the instruction 'For international numbers include the country code'. There is a text input field with a yellow circle containing the number '1' to its left. Below the input field is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the form, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement' on the left, and 'Privacy' and 'Cookies' on the right. A copyright notice '© Crown copyright' is also present.

Tip: Entering a telephone number is optional. You can select the 'Continue' button without adding any information.

Tell us about your availability

To tell the recruiter about your availability:

1. Enter your availability in the **Tell us about your availability** text box.
2. Select the [Continue](#) button.

The screenshot shows the NHS Volunteering interface. At the top is a blue header with the NHS logo and 'Volunteering'. Below this is a white banner with a 'BETA' badge and a survey link. The main content area is light blue and contains a 'Go back' link, the step indicator 'Step 6 of 8', and the title 'Tell us about your availability'. A tip explains that users should include days and times of availability. A large text input box is labeled 'Tell us about your availability' and has a '1' in a yellow circle next to it. Below the box, it says 'You have 500 characters remaining.' A green 'Continue' button with a '2' in a yellow circle is positioned below the text box. The footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and 'Sign in to advertise NHS Volunteer opportunities', along with a copyright notice for Crown copyright.

Tip: Include the days and times of when you are available. For example, every Thursday and Friday from 10 am to 1 pm.

Tell us about any support you might need (optional)

To tell the recruiter about any support you need:

1. Read the guidance about the sorts of information you can tell the recruiter about.
2. Enter the support you need in the **Tell us about what support you need** text box. (Optional)
3. Select the '[Continue](#)' button.

The screenshot shows a web form titled "Tell us about any support you might need (optional)" on the NHS Volunteering website. The page has a blue header with the NHS logo and "Volunteering" text. Below the header, there is a "New service" notification bar. The main content area includes a "Go back" link, the step indicator "Step 7 of 8", and the form title. A paragraph explains that the information is used to provide support. A box titled "Do tell us if you" contains a list of four bullet points: "Prefer to have someone you know with you", "Might find it difficult to prove your identity or address", "May need an interpreter or prefer to talk on the phone", and "Need any other adjustments". Below this is a text input field labeled "Tell us about what support you need (optional)" with a character count of "You have 500 characters remaining." At the bottom of the form is a green "Continue" button. The footer contains links for "Help and support", "Terms and conditions", and "Accessibility statement" on the left, and "Privacy" and "Cookies" in the center, with "© Crown copyright" on the right.

Tip: Adding information about any support you need is optional. You can select the 'Continue' button without adding any information.

Tell us why you want to become a volunteer

To tell the recruiter why you want to become a volunteer:

1. Read the guidance about the sorts of information you should tell the recruiter about.
2. Read the tips on how to write your answer.
3. Enter your information in the **Tell us why you want to become a volunteer** text box.
4. Select the '[Continue](#)' button.

The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering'. Below the header, a 'BETA' banner encourages feedback. The main content area is titled 'Step 8 of 8' and 'Tell us why you want to become a volunteer'. It features three numbered callouts: 1. 'Tell us about' with a list of three items: 'Why you are applying for this opportunity', 'Any relevant experience you might have', and 'Your interests and hobbies'. 2. 'Tips on how to write your answer' with three items: 'Keep it informal - this is your moment to show your qualities and character', 'Break your answers into short sentences', and 'Keep it short and simple - it shouldn't feel like writing a job application'. 3. A text box for the answer, with a character count showing 'You have 495 characters remaining.' Below the text box is a green 'Continue' button. At the bottom, there are links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and 'Sign in to advertise NHS Volunteer opportunities'. A copyright notice '© Crown copyright' is at the very bottom.

Tip: You can add up to 500 characters in the text box. You can also use the icons in the text box to add bold or bulleted lists.

Check your answers before sending your application

To check your answers and send your application:

1. Select the relevant 'Change' link to update any information that is not correct.
2. Read the information and use the 'terms and conditions' and 'privacy policy' links in the declaration box.
3. Select the 'tick box' to confirm you understand and agree with the statements in the declaration box.
4. Select the '[Send application](#)' button.

NHS Volunteering

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

[Go back](#)

Check your answers before sending your application

Personal details

Name	John Doe	Change
Age	Prefer not to say	Change
Address	2 Test Street Test Town NE0 0ZZ	Change
Email address	test.user@email.com	Change
Phone number	07777777777	Change

Your answers

Your availability	Mondays and Wednesday 9 am to 2 pm	Change
Support needed	Prefer to talk on the phone	Change
Why you want to volunteer	I want to give back to the community and be active away from home.	Change

Declaration

I confirm that:

- I have read, understood and accept the [terms and conditions \(opens in a new tab\)](#) and the [privacy policy \(opens in a new tab\)](#)
- the information I have provided is true and correct to the best of my knowledge

I understand and agree with the above statements

[Send application](#)

[Help and support](#) [Privacy](#) [Sign in to advertise NHS Volunteer opportunities](#)
[Terms and conditions](#) [Cookies](#)
[Accessibility statement](#)

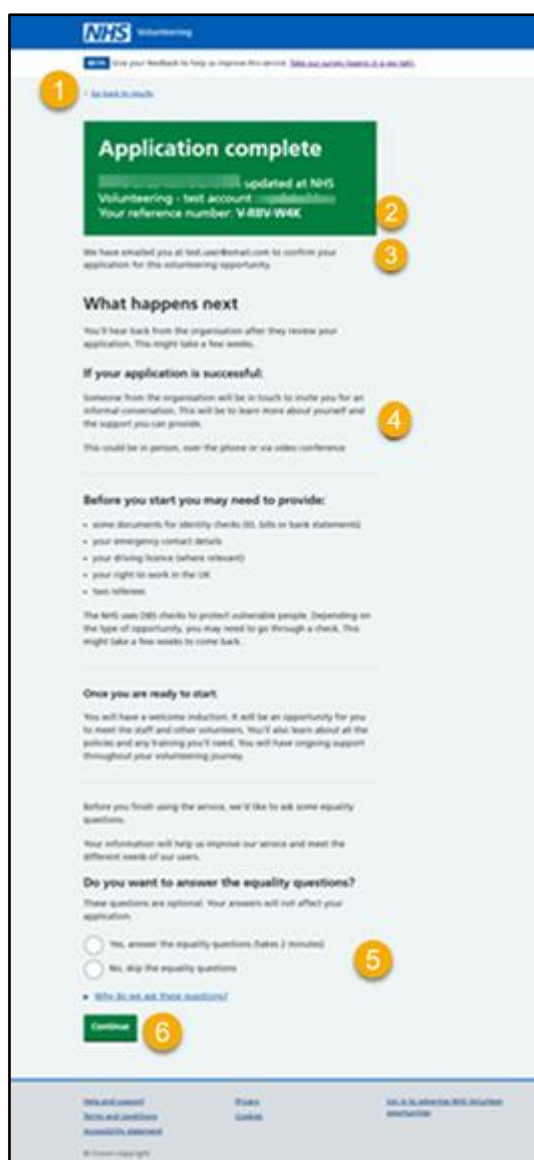
© Crown copyright

Application complete

This page confirms that the recruiting organisation have received your details.

The information and steps to follow on this page:

1. This shows the unique reference number for your application.
2. This shows the email address that confirmation of your registration has gone to.
3. This shows information about what might happen next.
4. Select an option:
 - 'Yes, answer the equality questions (takes 2 minutes)'
 - Or
 - 'No, skip these questions'
5. Select the 'Continue' button to confirm your answer.
6. Select the 'Go back to results' link to return to the search results.



You've reached the end of this user guide.