

CREATING A QUICK OPPORTUNITY

What is an Opportunity?


Opportunities are vacancies or roles for which you require volunteers. They can be a one-off event, a regular role, or a role lasting for a fixed period of time.

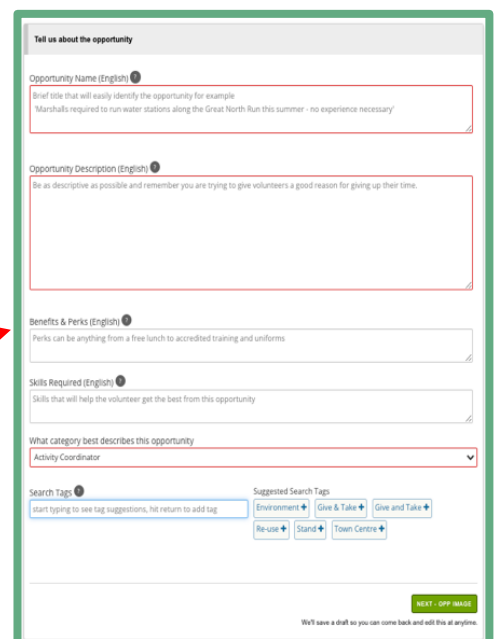
Within the BW Community Volunteers system, you can create *Quick Opportunities* or more complex opportunities with additional functions such as application forms, rotas, expenses and so on. This guide will show you how to create a Quick Opportunity.

You will need...

1. **Details of the opportunity you want to post.** We suggest you prepare a Word document with all the information about your opportunity, so that you can just copy and paste the details onto the system. You need to prepare some text under the headings:
 - Opportunity Name
 - Opportunity Description (*outline the role, whether a DBS check is needed, any interview arrangements, references required, where the role will be based, and contact details so that volunteers can get in touch*)
 - Benefits & Perks
 - Skills Required
 - Your organisation's website address (*if you have details of the role on your website, even better!*)
2. **An image to represent the opportunity or your organisation (optional).** To make the system appealing for volunteers when they browse through the range of roles, adding an image to each opportunity is strongly recommended. The suggested dimensions are 1200x300 pixels but you can upload any image you wish.
If you need help with images, please get in touch by emailing bwcommunityvolunteers@gmail.com

Now you're ready to post your first Quick Opportunity!

1. Log in to www.bwcommunityvolunteers.co.uk as a Provider (using your organisation's email address and password that you used when registering as a provider).
2. Go to **Opportunities | Create Opportunity** in the menu bar at the top of the screen.
3. Complete the '**Tell us about the opportunity**' form. This is  where you can copy and paste the information from the Word document you prepared in advance.



Tell us about the opportunity

Opportunity Name (English)

Brief title that will easily identify the opportunity for example
Marshalls required to run water stations along the Great North Run this summer - no experience necessary

Opportunity Description (English)

Be as descriptive as possible and remember you are trying to give volunteers a good reason for giving up their time.

Benefits & Perks (English)

Perks can be anything from a free lunch to accredited training and uniforms

Skills Required (English)

Skills that will help the volunteer get the best from this opportunity

What category best describes this opportunity
Activity Coordinator

Search Tags

start typing to see tag suggestions, hit return to add tag

Suggested Search Tags
Environment | Give & Take | Give and Take
Re-use | Stand | Town Centre

NEXT - OFF IMAGE

We'll save a draft so you can come back and edit this at anytime.

Bishop's Waltham Community Volunteers

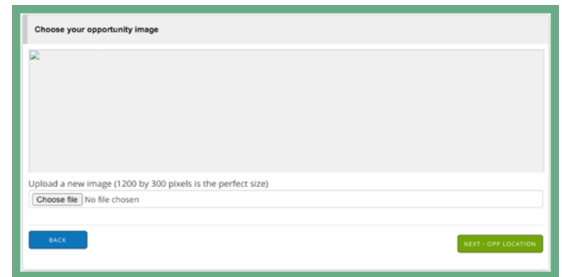
www.bwcommunityvolunteers.co.uk

Questions? Email bwcommunityvolunteers@gmail.com

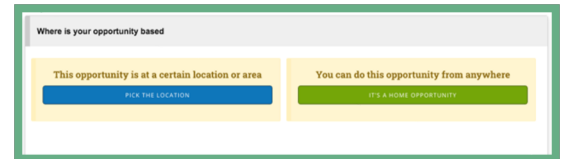


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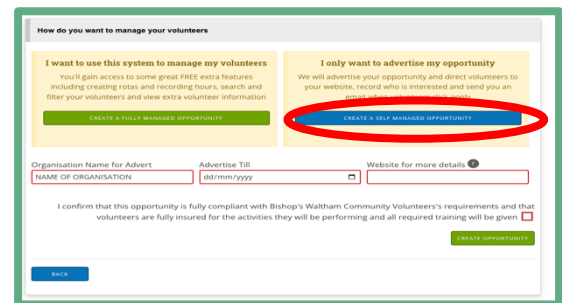
4. Upload an image which represents the opportunity you are posting, or your organisation. This is optional but recommended.



5. Let volunteers know if the opportunity is based in a specific location, or if it can be carried out from anywhere.



6. Select **CREATE A SELF MANAGED OPPORTUNITY** (blue button) to continue to create your Quick Opportunity. *We will be publishing support guides on **FULLY MANAGED OPPORTUNITIES** at a later date.*



7. Finally, fill in your Organisation Name, the closing date of the advert and your organisation's website address.
8. Read the requirements at the end, tick the box and click **CREATE OPPORTUNITY**.
9. Congratulations! Your opportunity is now visible on the site!

Help! I've made a mistake and need to edit my opportunity!

You can amend and update your Opportunities at any time.

On the main menu, go to **Opportunities** then scroll down the menu to **Opportunities** and you'll see a list of all the opportunities you have posted. Click on 'Manage' at the far right of the appropriate line, then select 'Details' from the left-hand menu. Work down the page, amending any information you need to and then click SAVE at the bottom of the page.

What's the next step?

Now you've added your first opportunity, you can add one for every volunteer vacancy your organisation has available.