



VOLUNTEER NOW'S

OPPORTUNITY SEARCH PLATFORM

A step by step guide for YOUNG volunteers

How to find a volunteering opportunity

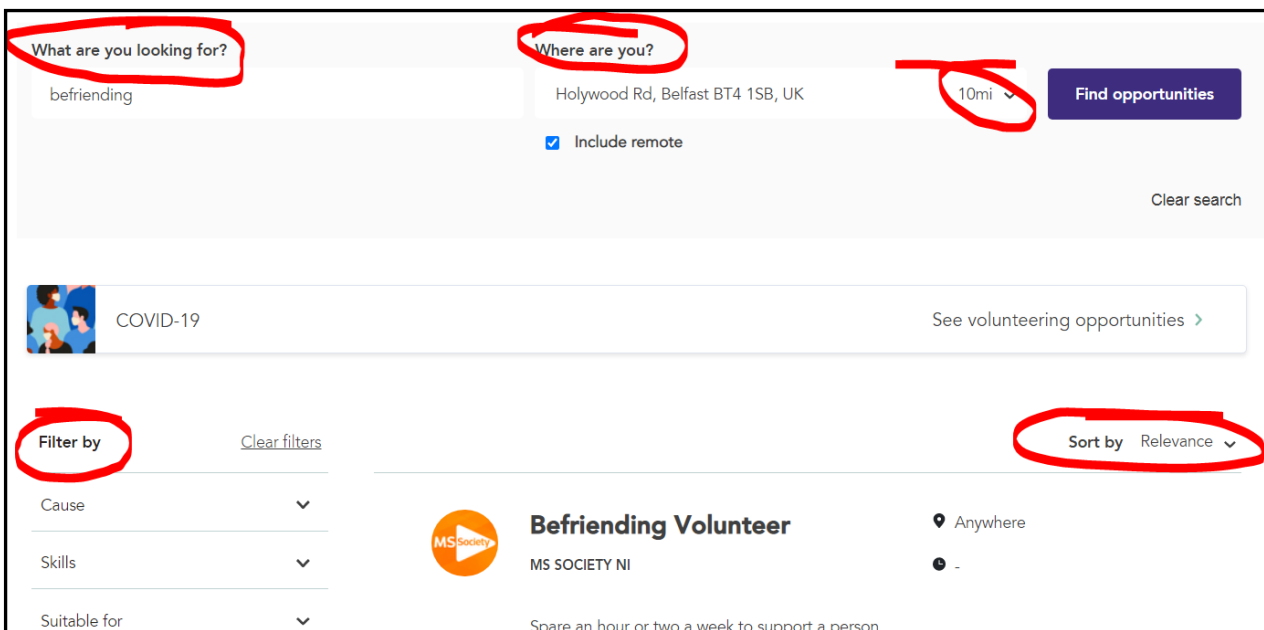
Open www.volunteernow.co.uk and go to the Opportunity Search page. This can be found under the main banner on our home page...



or at the bottom of any section of our website ...



Once on the opportunity search page, you have a number of options...



If you are not sure what type of volunteering you would like to do, we recommend that you start simply by entering your postcode in the location box, along with the distance you are prepared to travel (no other filters) and then click search.

To see opportunities closest to you first, change the 'Sort By' option to 'distance' or you can sort by 'newest' if you prefer.

You can also use additional filters to the left hand side to chose what general type of volunteering you want to do, or what skills you want to use/gain.

You have the option to add a specific word or phrase in the 'What are you looking for' box, but please note this is dependent on your spelling matching the spelling on the opportunity!

To reset your search, click on 'clear search' or if you have added filters click 'clear filters'.

To view more details, click the opportunity you're interested in.

To register, click 'apply now' in the opportunity details and, if you haven't already done so, register your details on the Be Collective platform (see next page). Once you've registered, your details will be forwarded to the organisation advertising the opportunity and they will come back to you with more information.

How to find a volunteering opportunity

I'm under 16 how do I know it is suitable for me?

What are you looking for? Where are you? 10mi Include remote

 COVID-19

Filter by Sort by Relevance

Cause

Skills

Suitable for

Centrelink Approved

Children Under 16

Become a Chapter Coordinator with us!

Anywhere

3 hours every week until December 30, 2021

THEIR STORIES

Their Stories is a coalition of youth activists aiming to enact systemic change at the legislative level. We have recently launched our chapter

As above you can click on the 'suitable for' and choose 'children under 16'. Opportunities in this category will be shown.

When you search you may also see the following within the opportunity description letting you know that the opportunity is open to those who are under 16:



Volunteer Now is the lead organisation in NI for the promotion and development of volunteering and supporting young people is core to our work. The Youth Forum is an integral part of the youth team within Volunteer Now providing guidance, support and opinions on the work being undertaken, the plans for the future and key policies. We are seeking additional team members to support our work, e.g. developing and delivering training, organising events, sharing your volunteering story, supporting our development of promotional materials and so much more. We welcome young volunteers from the age of 11 to 25.

- Anywhere
- 2 hours every month until March 31, 2022
- Suitable for children 11+

DETAILS

Volunteer Now Youth Forum

by Volunteer Now

Anywhere

2 hours every month until March 31, 2022

Suitable for children 11+

Volunteer Now is the lead organisation in NI for the promotion and development of volunteering and supporting young people is core to our work. The Youth Forum is an integral part of the youth team within Volunteer Now providing guidance, support and opinions on the work being undertaken, the plans for the future and key policies. We are seeking additional team members to support our work, e.g. developing and delivering training, organising events, sharing your volunteering story, supporting our development of promotional materials and so much more. We welcome young volunteers from the age of 11 to 25.

Tasks and responsibilities

- provide guidance, support and thoughts on the development of youth volunteering in NI
- develop and deliver training/information
- sharing your story to inspire others

Skills acquired: Advice & Guidance, Communication Skills, Community Development, Interpersonal Skills, Public Speaking, Teamwork, Youth Services




Registering on the Be Collective platform

When you have found an opportunity you want to apply for, you will be then prompted to set up your account on Be Collective. (If you already have one, simply click 'sign in now' from the bottom of the screen)

Fill in your details and click on 'I'm ready to make a difference'

The Volunteer Now Volunteer Portal is powered by Be Collective.

Now you can easily find the right volunteering opportunity in Northern Ireland. Easily search by causes, organisations and opportunities.
[Learn more about Be Collective](#)

-  Contribute to Northern Ireland, support the organisations and causes you care about
-  Grow your experience and skills, all verified in a downloadable Social Record
-  Make friends with shared values and have fun while volunteering!

If you've ever wanted to make Northern Ireland a remarkable place, there's never been a better time to start.

First name

Last name



Email address

Password
 [Show](#)

Date of birth
Day Month Year

I would like to receive communications from Be Collective

[I'm ready to make a difference](#)

Register using:
 

[Already have an account? Sign in now.](#)

Make sure you tick to 'receive communications' so that you can receive messages through the Be Collective platform.

You will receive an automated email from Be Collective to activate your account.

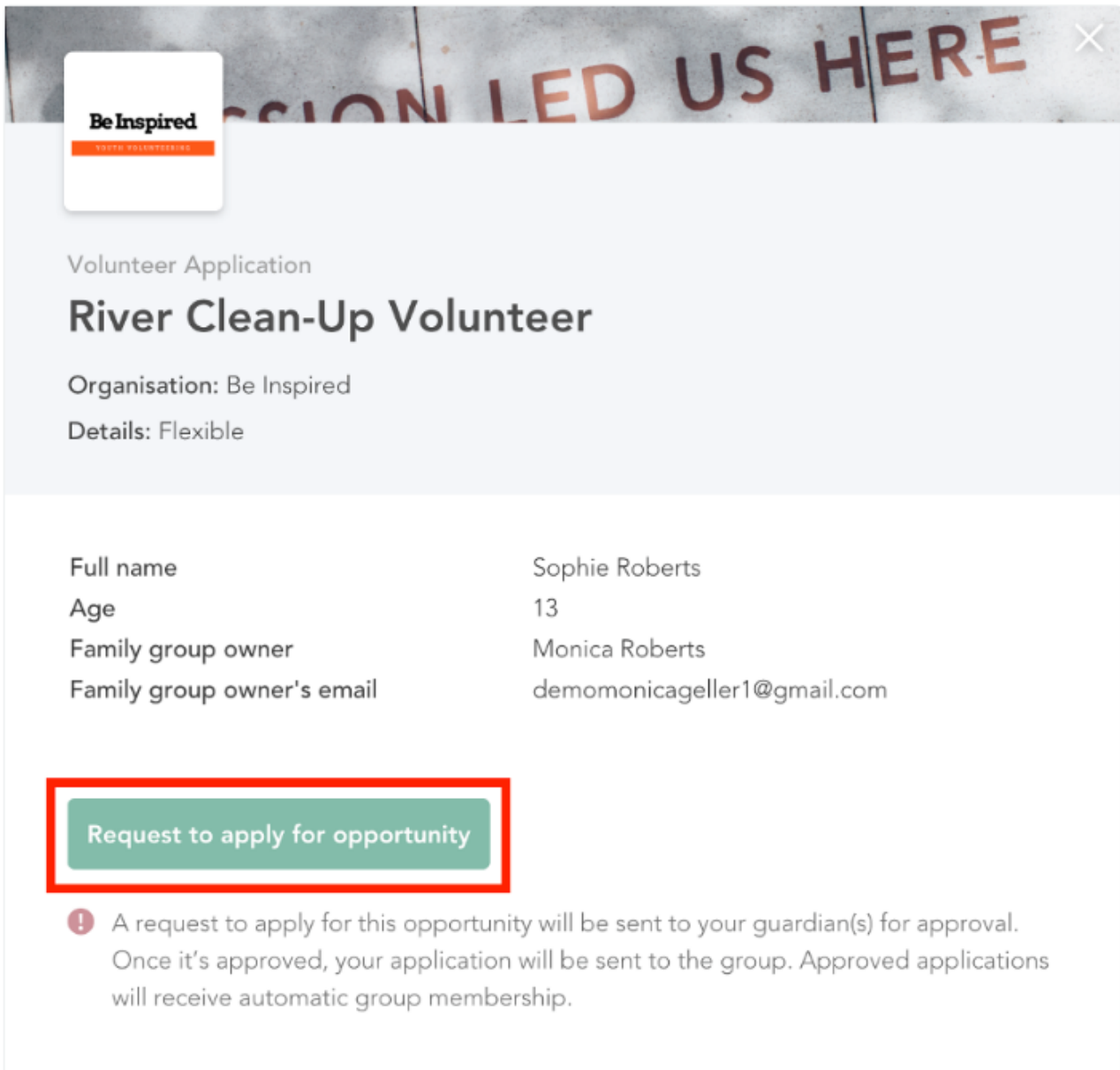
Once your registration is complete, your details will be sent to the organisation who advertised the opportunity you're applying for and they will contact you with more information.

If you are over 16 please go to page 9

Registering on the Be Collective platform

If you are under 16 you will be asked for a parent/guardian or a trusted adult to register also creating a family group. This is our way of keeping you safe as you volunteer and making sure that the roles are suitable for you. [It would be easier to set up the family group first before you create your profile and register for an opportunity.](#)

When the pop-up appears, click [Request to apply for this opportunity](#) to continue. This will send an email to your parent or guardian so that they can tell us if it's OK for your application and your personal details to be sent to the group you'd like to volunteer with.



Be Inspired
YOUTH VOLUNTEERING

Volunteer Application
River Clean-Up Volunteer

Organisation: Be Inspired
Details: Flexible

Full name	Sophie Roberts
Age	13
Family group owner	Monica Roberts
Family group owner's email	demomonigageller1@gmail.com

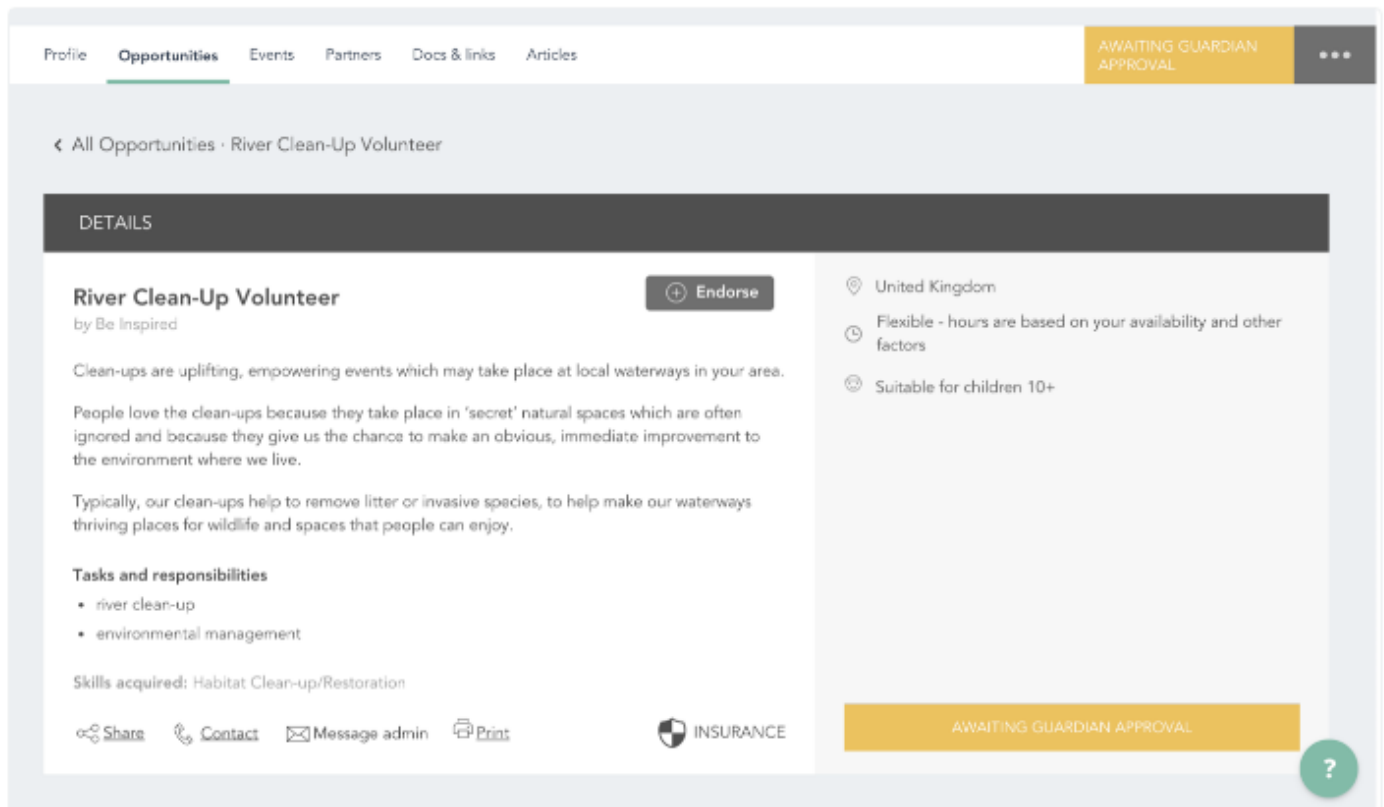
[Request to apply for opportunity](#)

! A request to apply for this opportunity will be sent to your guardian(s) for approval. Once it's approved, your application will be sent to the group. Approved applications will receive automatic group membership.

Registering on the Be Collective platform

What happens next?

When you return to the opportunity page afterwards, a yellow button will appearing saying 'Awaiting guardian approval'.



If your parent or guardian approves your application, it will be sent to the group for them to look at. If they say 'yes' to your application, we'll let you know with an email and notification.

You will also automatically become a group member. This means the group's manager will be able to contact you through your parent or guardian in the future with any volunteering updates. You'll also be able to keep up with any future opportunities the group posts that are suitable for your age group.

If your parent or guardian decide not to approve your application for any reason, it will be cancelled and the group won't see it.

Registering on the Be Collective platform

How does your parent/guardian/trusted adult set up a family group?

There is great guidance in the Be Collective help desk (<https://help.becollective.com/en/article/how-do-i-start-a-family-group>) but here is a little overview for you to share:

To create a family group, go to the **Settings** tab on your personal user dashboard.



Create a family group

You will then be asked to name your family group. This can be something like 'The Roberts Family'. When you're happy with the name, click **Done** to create your family group.



Give your Family Group a name

Name of your family group*

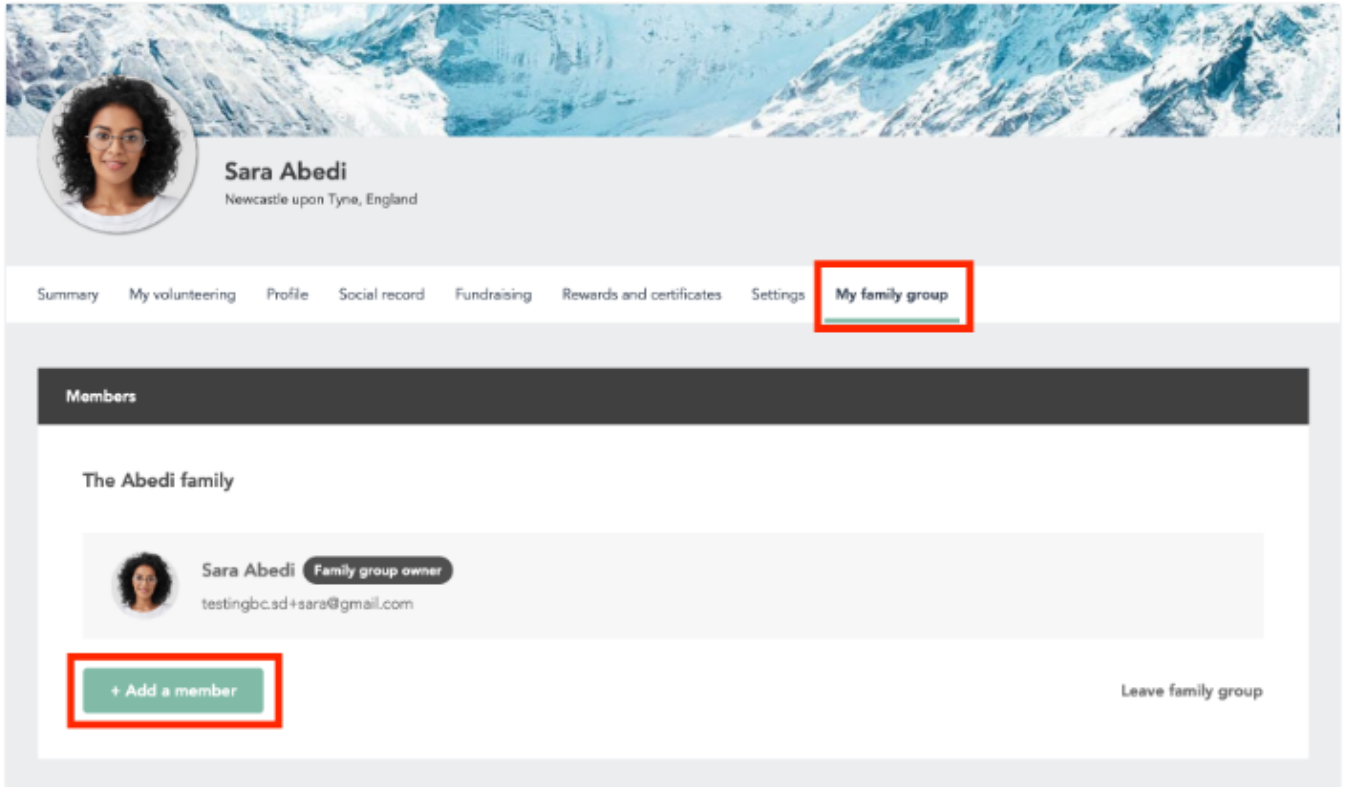


Done

Registering on the Be Collective platform

How to add a new family member:

To add a child to your family group, open the **My family group** tab in your Be Collective Dashboard. Click the '+ Add a member' button which will open the Add member pop-up.



You can then either add your child and if they already registered on Be Collective or they will receive a notification that they've been added to your family group.

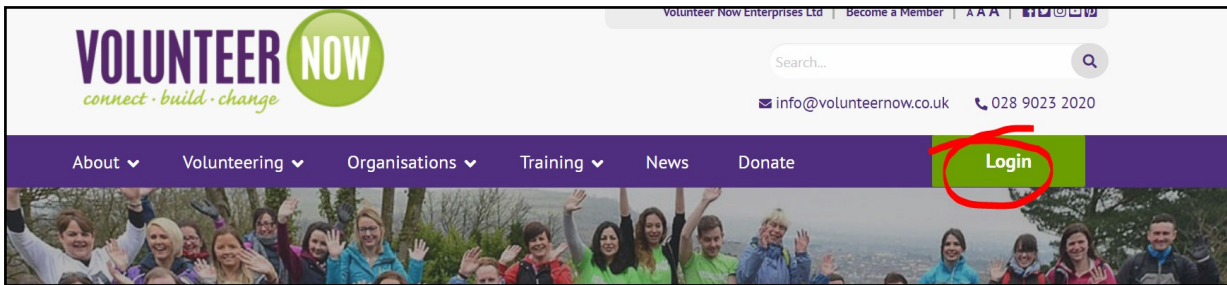
Your Be Collective account

Within your volunteer account on Be Collective you can see details of the opportunities you have applied for, your existing volunteering and your Social Record which keeps a record of all your volunteering history, hours volunteered and a Social CV that you can download and print.

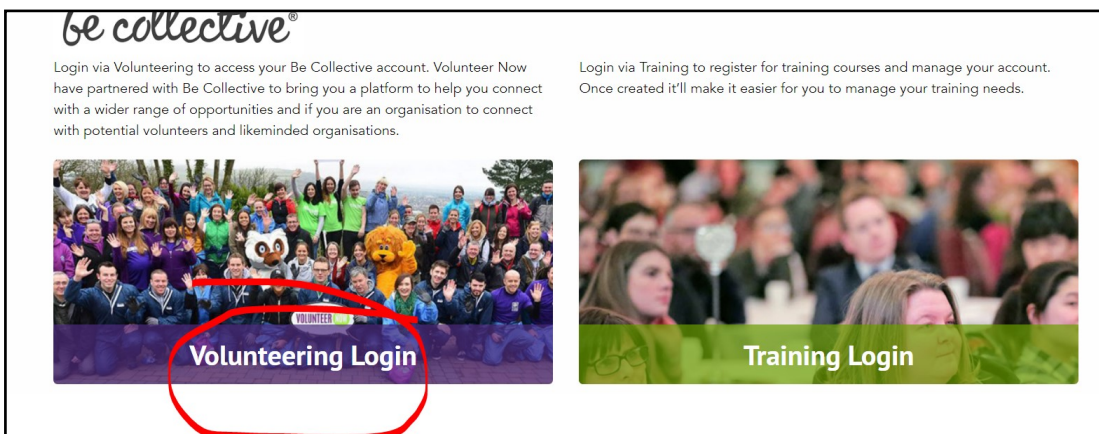
Find out more about your Social Record at: <https://help.becollective.com/en/article/what-is-the-social-record>

How to sign in to your Be Collective account

Go to www.volunteernow.co.uk and click 'login'



Click on 'Volunteering Login'



Sign into Be Collective
Be part of the movement

Region: United Kingdom ▾

Email address

Email is a required field

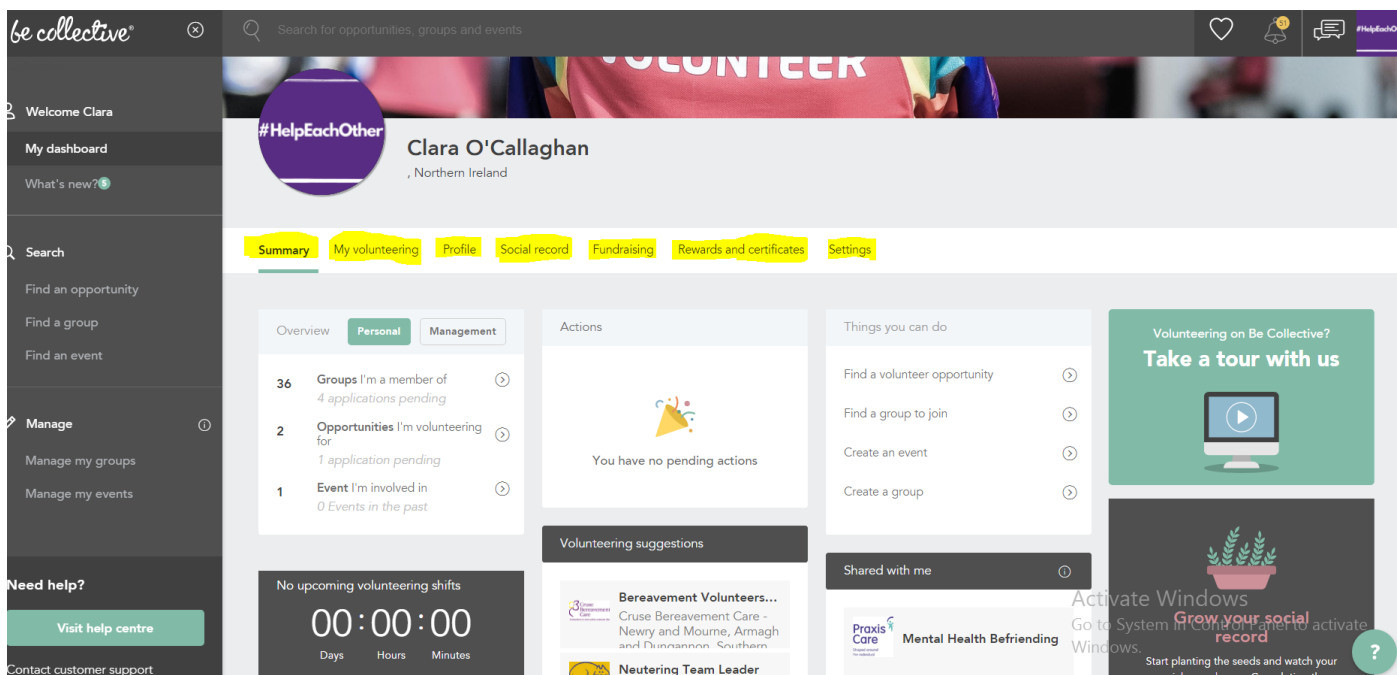
Password
 Show
Password is a required field

I registered using:

You will be brought to the sign in page on Be Collective where you can log in or sign up if you haven't already created an account.

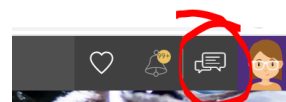
If you have forgotten your password click 'I forgot my password' and it will send an automated email to the address you registered with.

You will be taken to your dashboard where you can click on each tab along the top of the page (highlighted in yellow) and fill in as much or as little information as you want.



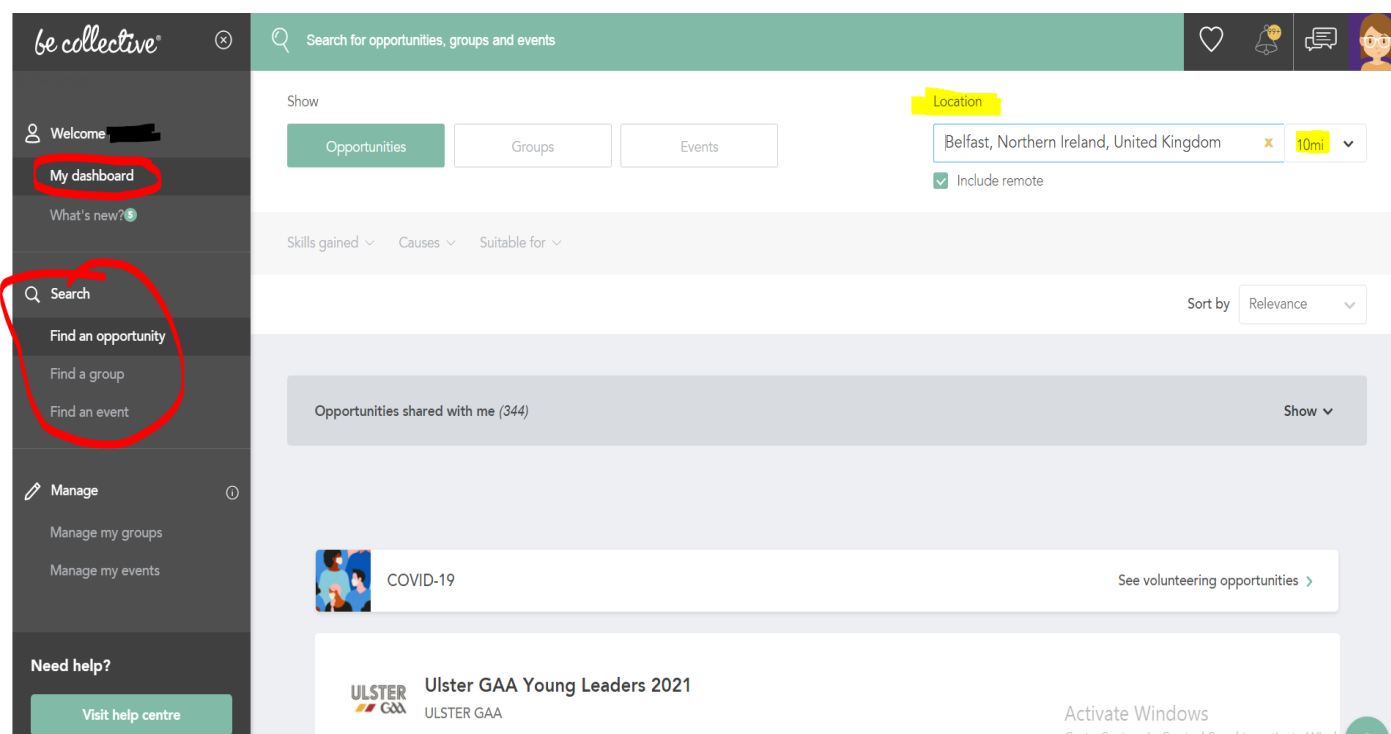
If you want to personalise your page, click on 'Profile'. You can upload a profile picture and you can also edit your banner at the top of your page and either choose one of the pre-loaded pictures or upload one of your own.

Any messages you receive through the Be Collective platform can be accessed by clicking the little icon at the top of your screen.



To get back to your own page at any time, click 'My Dashboard' from the grey column to the left of the screen.

You can search for volunteering opportunities through the Be Collective platform as well as through the Opportunity Search on www.volunteernow.co.uk. To do this, either select 'find an opportunity' from the left hand panel or if you know what you're looking for enter the text in the green search bar along the top.



Volunteering and Recognition?



Volunteer Now launched the Impact Awards in June 2021 to recognize all young volunteers for your commitment. Certificates awarded monthly for 50, 100 and 200 hours (more may be added!). Recognition is available for those aged 11 to 25 years.

How do I get recognition?

You need to be volunteering with an organisation registered on Be Collective. You'll see within your profile that your hours automatically total for you so all you need to do is to register with the Volunteer Now Impact Awards group!

Joining Volunteer Now Impact Awards

You can either search for the group through the search or click on <https://bit.ly/3I30IkO> and ask to become a member.

Sharing Hours

You need to share your hours with us so that we can see how many you have done. Only verified hours will be included. These are hours approved by your organisation.

You can do this through your settings tab:

Share total volunteering hours

Share hour with below groups



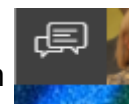
Volunteer Now Impact Awards

Off On

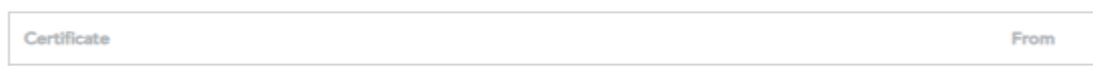
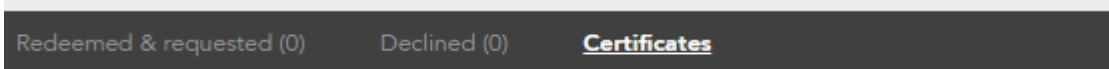
How do I receive my certificates?

Every month we will send certificates to volunteers who are ready to receive their recognition for one of our certificates. You don't need to do anything at all!

You will receive a notification in your messages box notifying you of your recognition



They will also be stored in your certificates tab ready for downloading and saving as you wish. It will also be in your social record!



What is my social record?

A social record brings all your information together including the skills gained, training undertaken, certificates awarded as well as your volunteering journey.

It also turns into a social cv which you can export and share with who you wish.

Summary My volunteering Profile Social record Fundraising Rewards and certificates Settings

Export your Social Resume

Be proud of your impact with a detailed summary of your volunteering



KATE RAFFER
VOLUNTEER SOCIAL RESUME

Christchurch, NZ
0400 123 456
kate.raffer@gmail.com
becollective.com/kate.raffer

48
VOLUNTEER
HOURS

VOLUNTEERING

Date	Hours	Organisation
August, 2015	23	Plunket Society
April, 2015	15	Plunket Society
March, 2015	10	Environment and Conservation Or...

ABOUT ME

I have been volunteering since I was in Secondary School. I've worked with a number of organisations for a variety of different causes – predominantly in the areas of child welfare and environmental activism. I'm passionate about these areas and if there's anything you need help with I would love to be contacted!

I live in Christchurch and work 4 days a week but I'm open to helping out on my spare day (usually Fridays) but this can be flexible if I give some notice.

In the future I'm hoping to work with some early childhood education centres and schools to build my skill set!

QUALIFICATIONS

2016 First Aid Certification

Need Help?

There's a whole selection of help items available by clicking 'visit help centre' from the left hand column or click here: <https://help.becollective.com/en/im-a-volunteer>

Or if you need any assistance, email info@volunteernow.co.uk and we can give you a hand.