



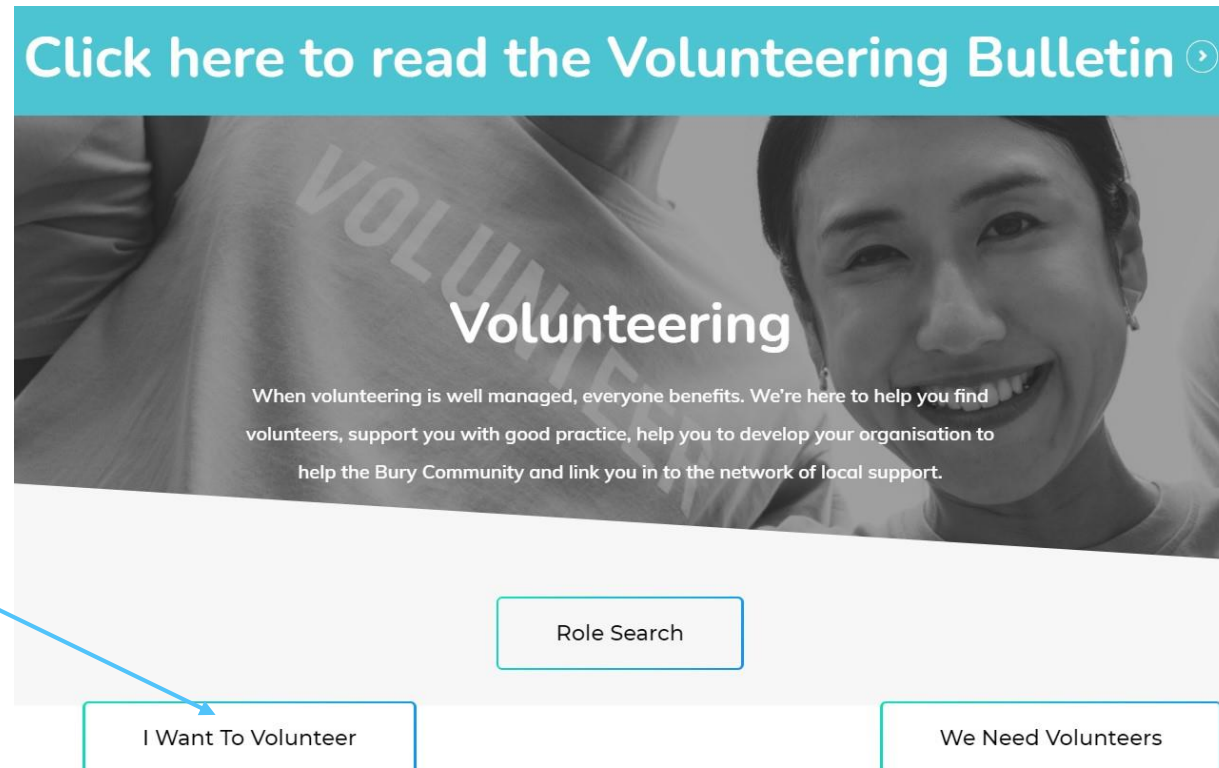
**BURY**  
VOLUNTARY,  
COMMUNITY  
& FAITH  
ALLIANCE

# **Bury Volunteer Bank Guide (Volunteers)**

## **How to use and search for volunteer opportunities on the Volunteer Bank**

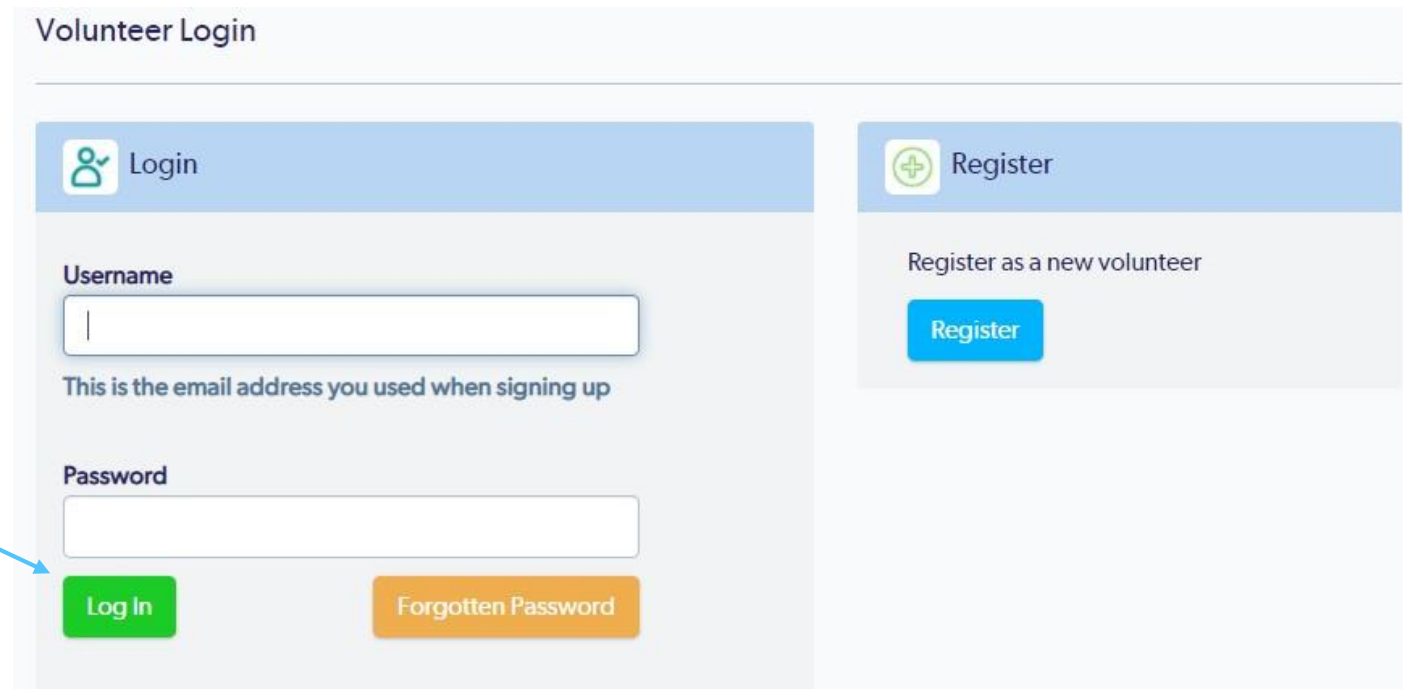
# How to use and search for volunteer opportunities on the Volunteer Bank

- Visit our Bury VCFA Volunteer Page [www.buryvcfa.org.uk/volunteering/](http://www.buryvcfa.org.uk/volunteering/)
- Click 'I Want to Volunteer'




# How to use and search for volunteer opportunities on the Volunteer Bank

- Login with your username (e-mail address) and password then click 'Log In'
- **\*Tip\*** Your username is the email address you used to register



Volunteer Login


 Login

Username

This is the email address you used when signing up

Password

[Log In](#) [Forgotten Password](#)

 Register

Register as a new volunteer

[Register](#)



# How to use and search for volunteer opportunities on the Volunteer Bank

- Here you can view your Volunteer Portal
- Press Profile to update your details.
- Click **\*Role Search\*** to begin searching for volunteer opportunities.



My Profile My Availability My Volunteer Roles **Role Search** Signed in as [redacted] Log out

Hello, [redacted]

Hi [redacted], we thought you might be interested in our latest roles that match your interests and preferred activities.

**Roles you may be interested in** +

Volunteer Stockroom Assistant	Sue Ryder Bury	BL9 0QL	<a href="#">View</a>
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**Recent Activity** +

Invitations for volunteering roles that you have accepted

Roles you've expressed interest in from the role search

# How to use and search for volunteer opportunities on the Volunteer Bank

Here you can check your volunteer preferences & click 'Search'

Here you can view the volunteer roles available

Role	Short Description
<b>Activity Assistant</b> Greater Manchester Mental Health NHS Foundation Trust	To work with the ward team to plan and deliver therapeutic activities, both group and individual, in line within agreed activity protocols, all of which will support our service user's recovery needs.
<b>Administration Volunteer</b> Bury VCFA	To provide administrative support to the Bury VCFA team
<b>Administration Volunteers</b> The Phoenix Centre	Help to support the smooth running of our Centre as an Administration Volunteer.
<b>Administrator, Part Time</b> Margaret Haes Riding Centre Limited	Administrator, part time, required for a busy friendly Riding Centre. We need someone who is highly organised, competent with IT and resourceful to be able to develop smarter ways of working . Mainly based at the Riding Centre working flexible hours. This is a happy place to volunteer!
<b>Befrienders for Age UK Bury</b> Age UK Bury Befriending Service	Volunteer befriending roles for dealing with social isolation amongst the residents of Bury aged 65 and over. .Role available in multi locations.

Click 'Role Search Guidance' for a handy guide

**Role Search**

### Guidance on searching for roles

Select what you are interested in doing for example:

- Areas list the types of organisation that you can volunteer for e.g. Animals – Cats protection, Children – Children's Centre's
- Activities list the types of volunteering roles that you could do.

**Found a role you are interested in!**

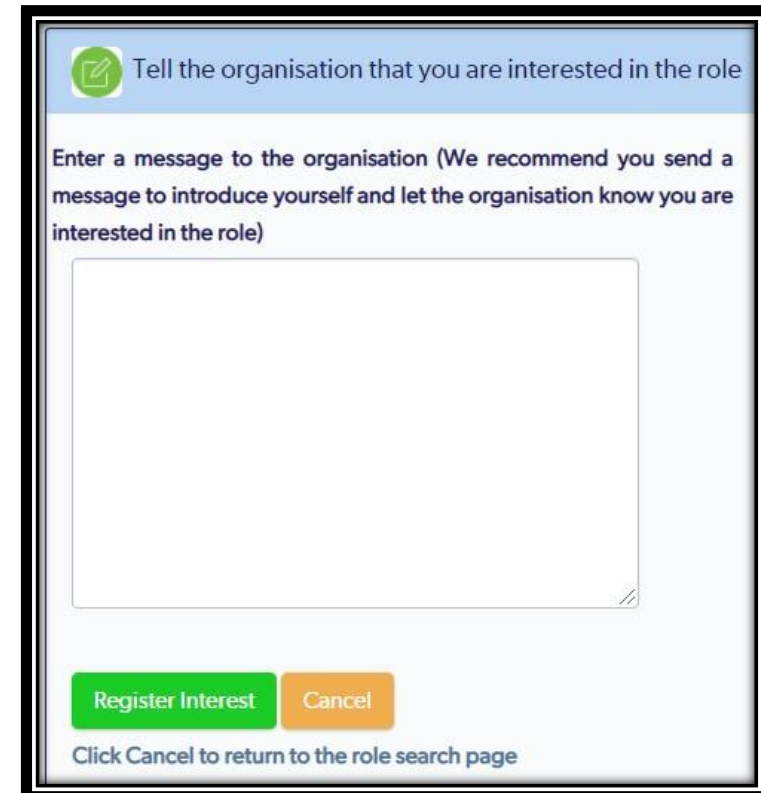
In the detail of the role you are able to register interest – the platform allows you to send a message to the organisation.

Use this as an opportunity to tell them why you are interested in volunteering with them, skills you may have and what information you would need on order to progress your volunteering journey You will then be asked to register your details.

# How to use and search for volunteer opportunities on the Volunteer Bank

1. Click '**Search**' and the volunteer opportunities will appear at the bottom of the page.
2. Click '**Details and Contact**' to view further information on the volunteer role.
3. If interested in the volunteer role you can message the organisation that you're interested and would like to apply for the volunteer role by clicking the **Confirm Interest** button.
4. You and the organisation will receive an email notification to confirm your interest submission.

Here you can message the organisation you're interested and how to apply for the volunteer role



The screenshot shows a web form titled "Tell the organisation that you are interested in the role". Below the title is a text input field with the placeholder text: "Enter a message to the organisation (We recommend you send a message to introduce yourself and let the organisation know you are interested in the role)". At the bottom of the form are two buttons: a green "Register Interest" button and an orange "Cancel" button. Below the buttons is a small text link: "Click Cancel to return to the role search page".

# How to use and search for volunteer opportunities on the Volunteer Bank

## What Happens Next?

Once you have entered your details please click '**Confirm Interest**'

The Volunteer Organisation will receive your message and contact you by message through a secure system to inform you on the volunteer application process. (You will receive an e-mail notification of this process).

### **\*Final Tips\***

- Please allow up to 7 days for the volunteer organisation to respond to your message.
- Visit the volunteer organisations website or their social media accounts to find out further information about their organisation and how they support the Bury community.

**Please also check our Bury Volunteer Bank frequently. We are adding different volunteer roles every month!**

If you have any further questions or queries  
please contact us!



# Contact

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[www.buryvcfa.org.uk](http://www.buryvcfa.org.uk)

