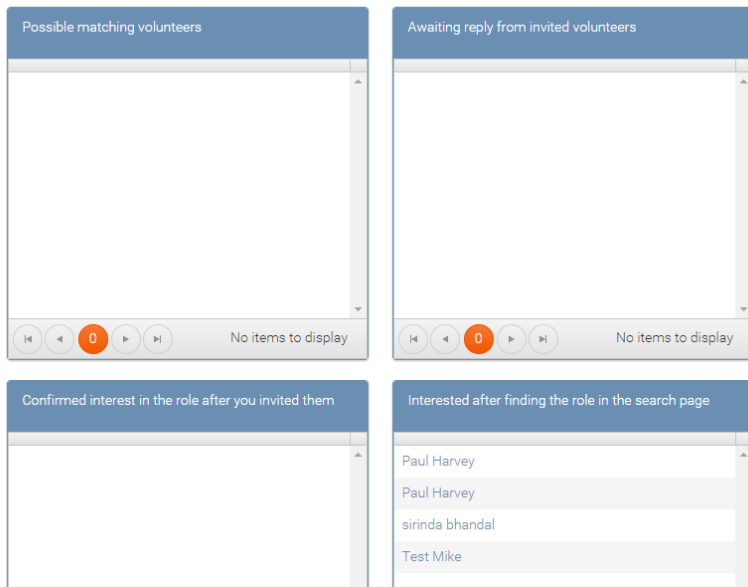


Managing your Volunteer Contacts

Managing your Roles

When viewing a role you can view what stage you are at, in terms of contacting the volunteers.

Managing Your Roles



a. Possible matching volunteers

This lists volunteers potentially matched to your role; a volunteer may be matched due to skills they have, the causes they're interested in or activities they would like to undertake.

When people sign up and register with us, they can choose to be included in the Volunteer Bank. This means that if they are matched to a role by skill, availability or any other profile info, you are free to invite them to apply for your role.

b. Awaiting reply from invited volunteers

This is a list of volunteers from the 'Possible matching volunteers' who you have 'Invited to apply' and you are waiting for a response from them.

c. Confirmed interest in the role after you invited them

After inviting a potential volunteer, the volunteer can then confirm interest in this role. You will receive a message from them, it is then up to you to follow up and interview the volunteer.

d. Interested after finding the role in the search page

Volunteers who have searched for suitable opportunities through the Volunteer Centre website can register their interest in the role.

If you think the volunteer will be suitable you can 'Invite them to apply'.

Invite a volunteer to apply

You could first look in the Volunteer Bank and use the various filter criteria to identify a volunteer you think is an especially good match. You can then go into role record and find their name under 'Possible matching volunteers (the listing is drawn from the Volunteer Bank which lists volunteers who are happy to be invited to apply voluntary roles). If a volunteer is an especially good match:

- Find that volunteer to open & review their profile
- At the bottom of the page you enter a message to the volunteer and invite them to apply.

Scroll to the bottom and complete the **Invite volunteer to apply for** section.

Invite volunteer to apply for: Ambassador

Message To Volunteer

Invite to Apply

Back

After entering your text click **Invite to Apply**.