

How to:

Recruit adult volunteers online using Do-it

What you need to know

- Do-it is the national volunteering database. It links potential volunteers to organisations with opportunities.
- There are listings for over 1.5 million volunteering placements across 51,000 organisations. Over 200,000 volunteers are signed up and available to volunteer. So it's a great resource to reach new volunteers and find volunteers.
- Do-it for organisations: it's free to sign up so all groups, big and small, can reach volunteers.
- Do-it for potential volunteers: individuals register details through their social media accounts or a separate account. Do-it takes some personal details to match their availability, location, activities, and causes with the best opportunities available.

How to use Do-it

Go to <https://do-it.org/> and enter some basic information to create a Do-it account. Or you can sign up via Facebook.

You'll then receive a confirmation email to confirm your profile. Once that's done, log in to your Do-it account and select 'Post a job'.

Creating an organisation

An organisation of any size, can list a 'job' or 'volunteer role' for free on the Do-it website.

Any unit or level of guiding group can create their own profile for Do-it. There is no national profile for Girlguiding.

Just follow the four simple steps below:

1. Name

Name

Are you a registered charity?

What's your charity number?

If your unit has your own charity number then enter it here. If you aren't sure about your charity number you can look it up on [the Charity Commission website](#).

2. Description

Add a detailed description that excites potential volunteers about what we do and encourages them to find out more. There is helpful information in the [Girlguiding volunteer role descriptions](#) in the Volunteer roles in guiding section of the website to help you fill out this section. Add details of what happens locally too.

Describe your organisation

3. Location

This tells the user where your organisation is based and not where the opportunity takes place. If your group doesn't have an address then you could use the address of your County & Region office.

☺ Name ☺ Description ③ Location ④ Contact

Where is your organisation based?

Postcode

Address 1

Address 2

Town

County

Next step

4. Contact

This will not appear on listings so you don't need to worry about putting your name as the organisational contact. If you don't have a Facebook, Twitter or Instagram profiles then you could use the central Girlguiding social media accounts.

Organisation contact details

Main Number

E-mail

Website

Facebook

Twitter

Instagram

Contact name

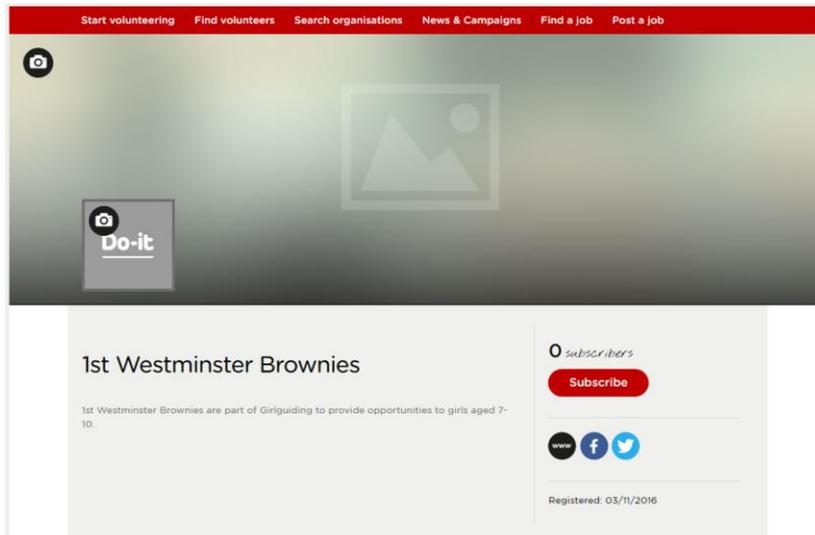
Please note: this contact will not appear on public Organisation profiles and is optional.

Contact name

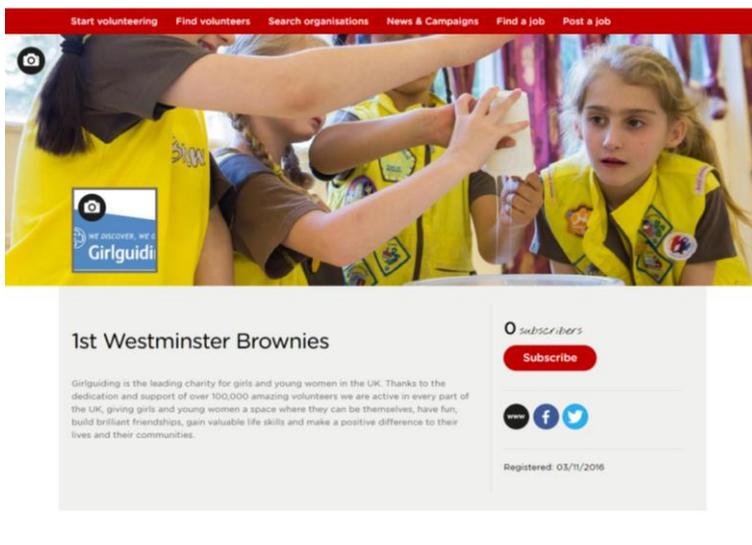
Once you've saved the basic information, you'll be asked to 'Save and view'

This is what you'll see:

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Add an engaging cover image and a logo to make your group stand out for potential volunteers. You can find these on the [Online Print Centre](#).



Creating an opportunity

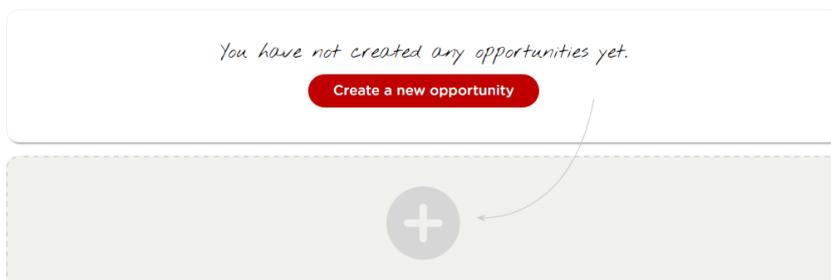
Make your opportunity stand out from the rest to attract volunteers to your group rather than another organisation. Explain the benefits of volunteering and the skills that your potential volunteer will gain. Be honest with them about what existing skills and experience are required and about the time commitment.

Using volunteer role descriptions

Make sure you refer to [Girlguiding's volunteer role descriptions](#) when you are writing opportunities. You can find the role descriptions in the [Volunteer roles in guiding](#) section of the website. There is a description for most roles in guiding with detailed information about what we're looking for in a volunteer and what they can expect from us.

Your creativity and local knowledge are also very important tools for writing a great opportunity!

0 opportunities



1. Name

The title of the opportunity is a maximum of 100 characters. Describe the role in the title to help it stand out. Remember that not every potential volunteer will know what role titles such as 'Unit Leader' mean.

A screenshot of a form titled 'What is the opportunity?'. At the top, there is a progress bar with six steps: 1 Name, 2 About, 3 Detail, 4 Skills, 5 Where, and 6 When. Step 1 is highlighted. Below the progress bar is the title 'What is the opportunity?' and a sub-header 'Describe the role, tell us who it is for and who is managing it.' There are two tabs: 'Volunteer Administrator' and 'Management Team Member'. The form contains several input fields: 'Title (required)' with the value 'Brownie Leaders wanted - Fun, friendship and adventure'; 'This opportunity is offered by: (required)' with a dropdown menu showing '1st Westminster Brownies'; 'This opportunity is offered for: (required)' with a dropdown menu showing '1st Westminster Brownies'; 'Contact name' with the value 'Your name'; 'Contact phone' with the value '0123456789'; and 'Contact email' with the value 'yourname@girlguiding.org.uk'. A dashed circle highlights the 'Title' field with the handwritten note 'The title can be up to 100 characters long'. A curved arrow points from this note to the 'Title' field.

2. About

Use this section to set out the expectations of the role. When you are clear about these details then you are likely to get stronger applicants who are serious about the role.

Description

Try starting your description with a brief summary. Get examples of these from the [Volunteer roles in guiding](#) section of the Girlguiding website, take something from the volunteer role description itself - or get creative!

You can also use information on 'What is the purpose of this role' and 'What will I do in this role' from the volunteer role description here.

What are you looking for?

A good place to start here is the 'Am I right for the role?' section of the volunteer role description.

1 Name 2 About 3 Detail 4 Skills 5 Where 6 When

About the opportunity

Describe your volunteering role as accurately as possible as this is what the volunteer will read on the Do-it website.

Description

To give girls opportunities for fun, friendship, challenge and adventure! The Unit Leader is ultimately responsible for the Rainbow, Brownie, Guide or Senior Section unit she works with - although of course she doesn't have to do everything herself! Our Unit Leaders usually work with other volunteers to deliver a high-quality programme to the girls and young women in the unit, ensure the safety of the unit members and oversee the administration of the unit.

All units have at least one Unit Leader, who is generally supported by a Leadership Team that can include other Unit Leaders, Assistant Leaders, Young Leaders and Unit Helpers. Units are grouped together into local areas called Districts or Divisions, and all Leaders in the area are supported by a volunteer manager called a District or Division Commissioner.

Unit Leaders take part in learning and development opportunities both 'on the job' and through formal and informal training sessions.

What are you looking for?

Being a Leader is one of the key roles that support girls and young women to experience how great Girlguiding can be. While we can offer you training and support we would expect you to possess these personal qualities:

- Open and approachable manner.
- Reliable and trustworthy.
- Creative and enthusiastic.
- Committed to ongoing personal development.
- Fun-loving.
- A sense of humour.
- Enjoys working with young people.

Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

As this role works directly with young people, you will be required to complete a criminal record disclosure check, carried out by a local [verifier](#).

Remember to check your spelling!

3. Detail

Outline practical considerations and requirements for the role. Try to include important details everything under 'Who can do this role?' in the volunteer role description here.



Opportunity information

Practical considerations

Unit Leaders are women aged 18 or over. They need to be, or must be willing to become, a member of [Girlguiding](#).

Requirements

<input type="radio"/> Relevant qualification or training	<input checked="" type="checkbox"/> Will require references
<input type="radio"/> Own vehicle or access to a vehicle	<input checked="" type="checkbox"/> Will require a criminal record check (DBS)
<input type="radio"/> Can drive a minibus	<input type="checkbox"/> Driving licence
<input checked="" type="checkbox"/> Must live or work locally	<input type="checkbox"/> Own computer or secure access to one

Note: the volunteer must agree to these criteria during the application process.

4. Skills

Research shows that people see volunteering as a reciprocal activity and they expect to gain skills and have positive experiences while they are supporting others. So use this section to set your opportunity apart.

Include information from the ‘What will Girlguiding do for me?’ section of the volunteer role description here.



Suitable for volunteers interested in

Young people X Women X Education X

Start searching...

What skills will they gain?

Leadership X Teamwork X Managing people X Governance X Organising X

Leaders

What skills should they have?

Teamwork X

Start searching...

What activities will they do?

Financial control X Youth Work X Administration X Planning X

Start searching...

5. Where

Remember if you are recruiting for the same role in different areas then you can enter multiple locations for a single opportunity.

Where is the opportunity located?

This section allows you to set where the opportunity is happening. To get the best results, Opportunities should have a postcode. A single opportunity can be colocated in different locations (max 10).

Location #1

Location

Postcode (required)

Address 1 (required)

Address 2

Town (required)

County

Number of volunteers (required)

How many volunteers do you require for this opportunity?

[Add one more location](#)

6. When

Specify when the volunteering opportunity will take place and also any application deadlines here.

Once you hit 'Save and publish' the opportunity goes live and will be searchable to over 200,000+ volunteers!

Selecting and contacting volunteers

Posting your opportunity is only the beginning of your online recruitment campaign. Read through [Do-it's guide to the recruitment selection and induction of volunteers](#) to plan your next steps.

Staying safe online

- Remember to keep your Do-it profile password safe.
- Girlguiding's ['A Safe Cyberspace' resource](#) has useful guidance on protecting yourself online and making sure your passwords are secure.
- Follow [Girlguiding guidance on data protection](#) when you are handling volunteer's personal information.