

# How to:

## Recruit adult volunteers online using Reach

### What you need to know

- Reach connects charities and non-profits with skilled volunteers.
- It is focused on skill-based volunteering so it is an excellent place to recruit to roles that require professional expertise.
- Along with regular volunteering roles, you can use Reach to recruit support for a short term project such as strategic planning or to consult on an operational question in your area. You can also use Reach for trusteeship, mentoring and advisory roles.
- Reach is less effective for recruiting to roles such as Helper or Administrator that do not have specific professional skills associated with them.

### How to use Reach

#### Creating an account

To post volunteer opportunities on Reach, you need to create an account for your unit or level of guiding. **There is no national Girlguiding account for Reach.**

1. Go to <https://reachskills.org.uk/> and click on Charities & Non-profits in the menu.



2. Click on Register now to set up a profile and start uploading your opportunities.

## Find a skilled volunteer

Find a highly-skilled volunteer with the expertise you need by signing up with our online community. Find out:

- The benefits of registering
- The types of roles you can register
- When we charge

[Register now](#)

3. Remember that **your username should be the name of your guiding unit or area** as this will show in your public profile.
4. Once you have registered you will receive an email with instructions to validate your email address. Check your spam folder if you don't see the email in your inbox. You will need to validate your email account within 24 hours of receiving the email.
5. When you have validated your email address and set a password then click on 'Register' under Charity & non-profits to add your profile.

## Add a profile

Now that you have login details you can bookmark search results and save searches.  
Please follow the links below to finish the registration process and join the skilled volunteering community.

Next step

### Volunteers

Create a volunteer profile and apply for opportunities

[Create volunteer profile](#)

### Charity & non-profits

Register as an organisation contact and upload an opportunity

[Register](#)

6. You'll be asked to do a search to check if your guiding group is already registered. If there are no results, then click on 'My organisation isn't here - Register organisation'.
7. Create your public profile and submit to Reach for approval.

## Registering your organisation

### Organisation information

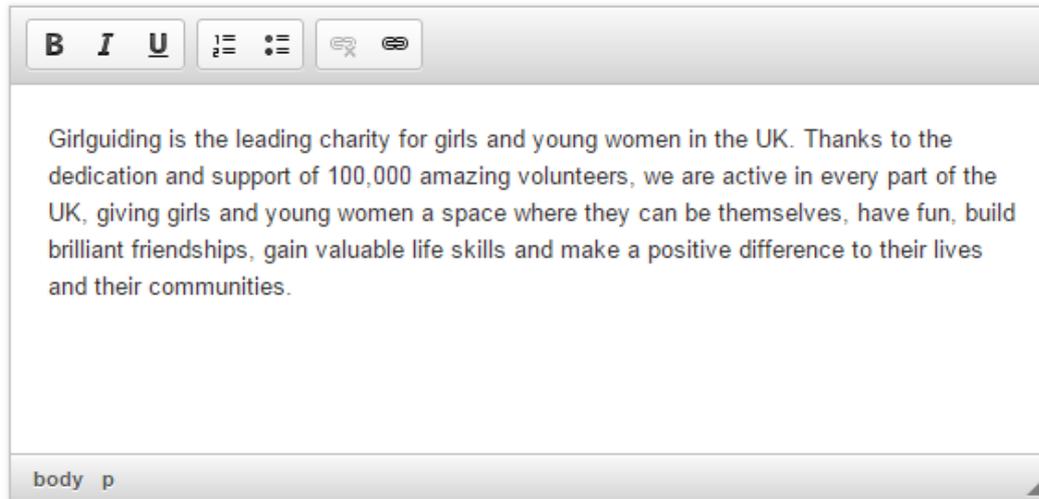
Add your local information. You should give some thought to the best contact number to supply here.

### Organisation scope

There is lots of helpful information in the volunteer role descriptions - [in the Volunteer roles in guiding section of the website](#) - to help you fill out this section of the registration form with information about 'Objectives' and 'Activities'. If you have more detail about what happens locally then add that too.

### Objectives \*

Describe who your organisation helps (your beneficiaries), how your organisation helps them (your services) and why your help matters (your impact).



Rich text editor interface with a toolbar containing Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and Unlink icons. The text area contains the following paragraph:

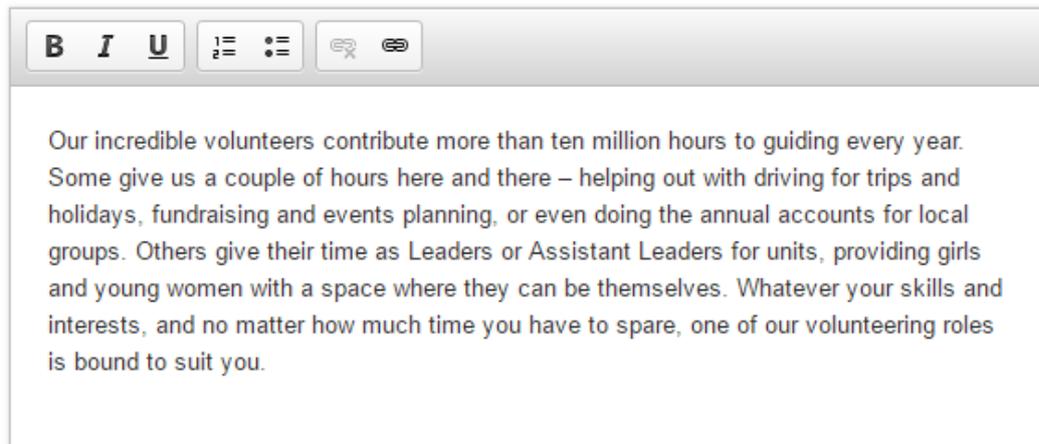
Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100,000 amazing volunteers, we are active in every part of the UK, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

body p

[Switch to plain text editor](#)

### Activities \*

Describe what your organisation does to meet its objectives.



Rich text editor interface with a toolbar containing Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and Unlink icons. The text area contains the following paragraph:

Our incredible volunteers contribute more than ten million hours to guiding every year. Some give us a couple of hours here and there – helping out with driving for trips and holidays, fundraising and events planning, or even doing the annual accounts for local groups. Others give their time as Leaders or Assistant Leaders for units, providing girls and young women with a space where they can be themselves. Whatever your skills and interests, and no matter how much time you have to spare, one of our volunteering roles is bound to suit you.

### Other details

Add a logo and details of your local social media profiles. If you don't have these for your area then you could add Girlguiding's national profiles here.

### Contact details

These will not be used in your public profile but they will be used to notify you when people respond to your ad so make sure that the right people have access to the email address that you give here.

### What happens next

Reach will contact you within two working days to confirm your registration.

## Uploading an ongoing opportunity

You can upload an opportunity as soon as you have submitted your registration. Remember that you can save opportunities as drafts and complete them later.

### *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!

1. You can select the type of opportunity that you have available from: ongoing opportunity, short term project or Trustee/Governor. This guide focuses on ongoing opportunities.
2. Use the guide below to find the relevant parts of the 'Volunteer roles in guiding' section of the website and the volunteer role descriptions to complete the registration form for an 'Ongoing role'.

Section of Reach opportunity form	Relevant part of volunteer role description or website
Organisation contact	N/A
Role title	N/A
Role description (summary)	Summary of the role from 'Volunteer roles in guiding' section of the website and the summary in the volunteer role description here. Add any specific local details too.
Role description	'What will I do in the role'
Person description	'Who can do this role' and 'Am I right for the role'
What impact will the opportunity have	Background information on page one of volunteer role description
What's in it for the volunteer	'What will Girlguiding do for me'
Skills	'Am I right for the role'

3. Choose whether you'd like Reach to promote your opportunity by posting it to third party websites including LinkedIn.
4. Once you submit your opportunity, it will be reviewed by the Reach team who will respond to you within two working days.

## Managing your applications

Log into your Reach account to view:

- Opportunities that you have listed
- Applications and questions from potential volunteers.

On Reach, all communication with volunteers takes place in the 'Applications and questions' area of your profile. It is important to keep a regular flow of communication with volunteers so they know what is happening with their application. Do this even if you are communicating with the volunteer offline as well to make sure that your Reach profile stays up-to-date for other users.

### When you receive an application

- You will receive an email notification from Reach.
- Log in to your account as soon as possible after receiving the email. Look under your 'Applications and questions' tab to view the volunteer's profile and establish if they are the right person for the role.
- If you'd like to take the volunteer's application further, message the volunteer to arrange a face-to-face meeting.
- If you decide to place a volunteer in a role, mark them 'Confirm placed' to show they have been appointed and to close the opportunity. You can also show that they have been appointed to another role in Girlguiding.
- If the volunteer is unsuccessful, mark them 'Confirm not placed' so that Reach have the most up-to-date information about their application.

### Staying safe online

- Remember to keep your Reach 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.