

YOUR GUIDE TO Searching Do-It website



Volunteer Centre
East Sussex

We are the nationally accredited Volunteer Centre for East Sussex, promoting, supporting and developing volunteering across the county.

The Do-It website

The Do-it website is the national online database for finding volunteering opportunities.



Organisations all over the country that involve volunteers send their opportunities to local Volunteer Centres. Volunteer Centre East Sussex (VCES) is the main organisation who manage the database in East Sussex and upload opportunities to Do-It.

How to search the Do-It website

- ⇒ On the home page, under **Want to Volunteer?** go to **Advanced Search**
- ⇒ Follow the instructions listed on the left
- ⇒ If you do not know what you would like to give your time to or what you would like to do, leave these fields empty and search for **All Interests** and **All Activities** within the **distance you want to travel**, and see if anything that comes up is of interest to you.

If not, perhaps widen the distance you are prepared to travel and search again. *(Please note that it is best practice to reimburse volunteer out of pocket expenses, including travel costs, but not all organisations do this, so it is best to check with the organisation if you decide to take your enquiry further.)*



We suggest that you do not necessarily narrow the search by indicating when you are available, as we have found that this tends to reduce the opportunity choices too much and organisations and individuals can sometimes come to a mutually convenient arrangement outside of set hours. It is therefore most useful when searching to leave all times of day ticked.

- ⇒ Entering **key words** can be helpful if you know the organisation name or opportunity titles
- ⇒ Click **Search** (the Do-It instructions say 'Click on the Find it button', but this is actually the Search button)
- ⇒ If you want more details about an opportunity and you are happy to register online and be contacted by email, click **Apply Now** at the bottom of the role description.
- ⇒ Your details will then be sent to Volunteer Centre East Sussex (or other Volunteer Centre that manages the opportunity).
- ⇒ If the Volunteer Centre managing the opportunity is Volunteer Centre East Sussex, we will then send you more details about the opportunity, including contact details.
- ⇒ It will then be up to you to decide if you want to take your enquiry further. If you do want to go ahead, you will then need to contact the organisation directly.

What you need to know

When your search returns the results, you can see opportunities in your specified location, as well as wider local area and opportunities available from your home or computer.

Please note that:

Volunteer Centre East Sussex does not contact on your behalf or pass on any of your details to the organisation promoting the opportunity.

If it is another Volunteer Centre that manages the opportunity, your details and enquiry may be sent direct to the organisation promoting the opportunity, and the organisation will then get in touch with you directly. For further clarification, contact the Volunteer Centre managing the opportunity.

If you want more details about the opportunity but you would rather not apply for it online, you can contact the Volunteer Centre that manages the opportunity for the details – see Volunteer Centre contact details to the right of the opportunity details.



No internet access or unfamiliar with using the internet?

No problem! You can visit your local library to go online using their computers. The libraries also have Computer Buddies who can show you how to use the internet to carry out your search. To book a session with a Computer Buddy, contact your local library on 0345 608 01 96.

CAN'T FIND A ROLE FOR YOU?

Visit our website for a Quick Guide to finding volunteering opportunities which gives advice on other on-line and off-line ways to find the right role for you.