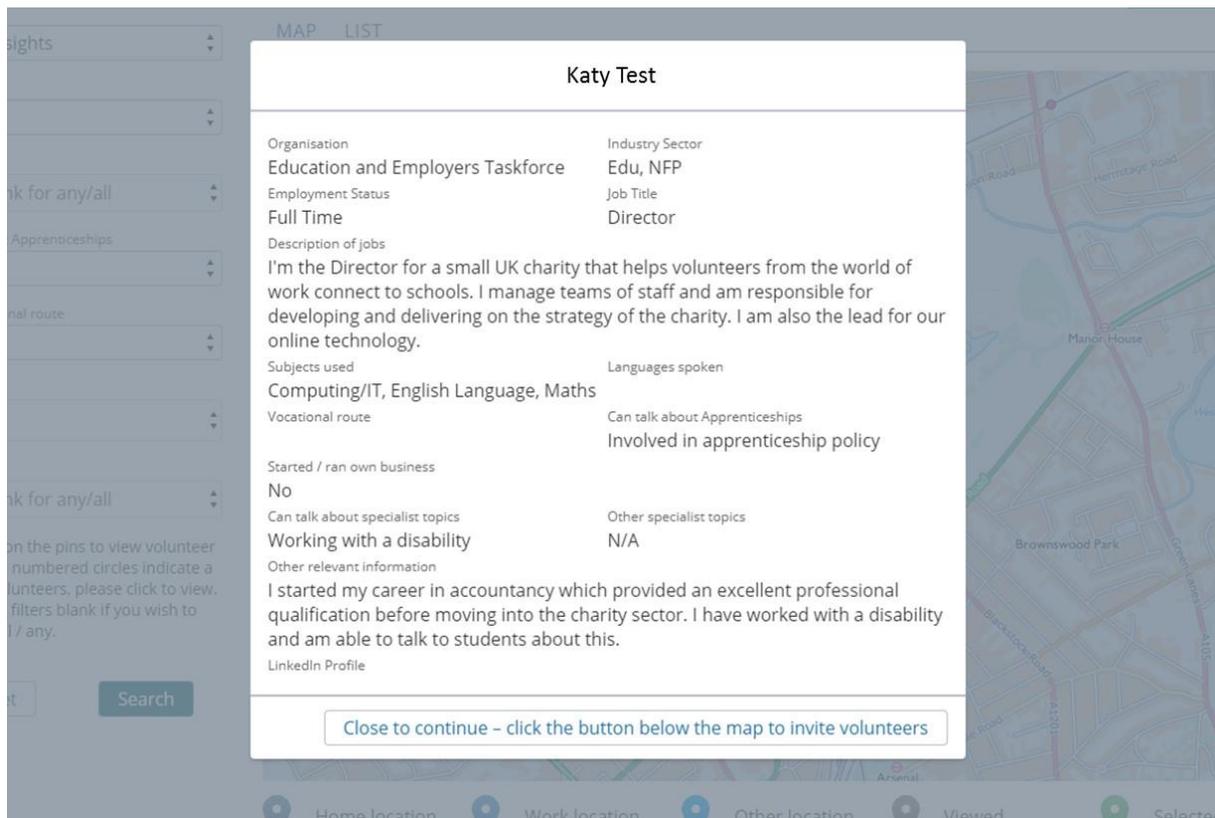


Inspiring the Future

Top tips for maximising your visibility as an *Inspiring the Future* volunteer

When teachers log on to *Inspiring the Future* they see the volunteer's name, job title, organisation name and sector. They can click on a specific volunteer to see their profile. This is the information you have entered when completing your profile (their job, qualifications and specialisms). Teachers only see the text you have entered and this is, therefore, solely what they use to guide their selection (below shows a sample of what this looks like).



A well written and informative profile

- Short and simple profiles are great, but teachers may not know much about the skills and opportunities in your sector. When they read your profile, it is best to give interesting information about you but also some information about the variety of career opportunities in your sector.
- Briefly state your education route, such as university, apprenticeship etc, because young people and teachers want to learn more about the options available. It's useful for them to know that many jobs have diverse entry routes.
- Try to avoid jargon, technical terms and acronyms. Keep the language simple and clear.

Promote your specialist knowledge and offer a range of activities

- *Inspiring the Future* has a tab where you can list any additional specialist knowledge that you might have such as languages, knowledge of enterprise or Apprenticeships.

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- Schools need assistance to run various activities for students. You can help with mock interviews and CV workshops by clicking on the 'My Activities' tab on your profile. You can also explore other activities such as becoming a school governor and in house activities such as work experience or job shadowing. This makes you more visible when teachers search based on these activities.

Be proactive and search for upcoming opportunities

- Did you know that you can also express interest in upcoming opportunities? To do this all you need to do is click "manage opportunities" and then "search opportunities". You can also then express interest and find out more about what the opportunity entails.
- You also enter two postcodes when signing up to increase your chances of receiving invitations from schools. Many people enter their home and work postcodes. You can also search for opportunities outside of the postcodes too.
- Teachers may look for volunteers to help with curriculum based activities, so referring to subject areas may be of interest to you.

Activity
Career Insights x

Radius
3.00

The map should initially show an area around one of the postcodes you provided. If this doesn't happen please go to "Update Profile" and ensure your postcode has been updated. You can search for opportunities elsewhere in the country by moving the map, clicking on a location and pressing 'search'. You can filter your search by activity type (governor vacancy, career insights, mock interviews) or leave blank to search all.

Be flexible and encourage your colleagues to get involved

- Volunteering with Inspiring the Future can be flexible and innovative. Some companies use *Inspiring the Future* school visits as a team building exercise. If you receive an invitation, maybe colleagues doing different jobs could join the session to 'complete the picture'.
- After taking a colleague with you, encourage them to sign up on Inspiring the Future. We need 100,000 volunteers in all sectors in all areas of the UK.