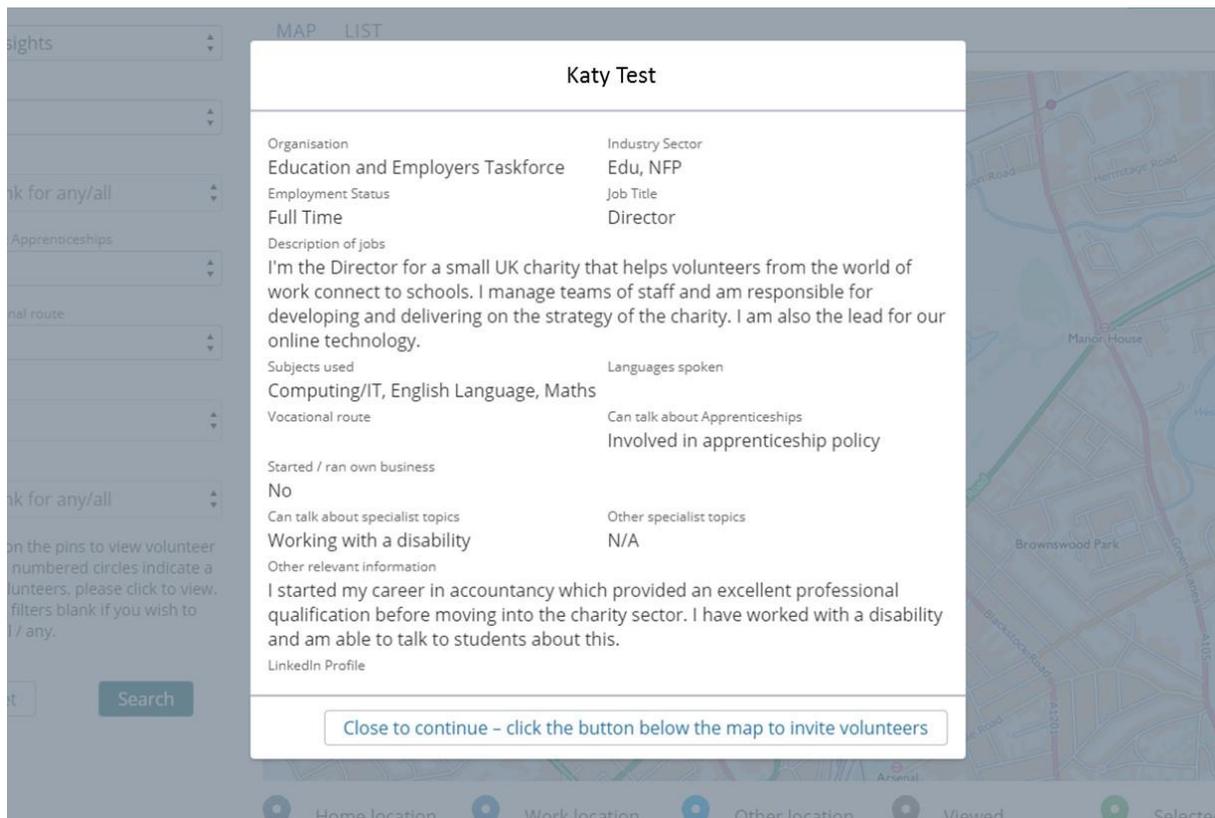


Inspiring the Future

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.

The screenshot shows the search interface on the Inspiring the Future website. On the left, there is a search filter for 'Career Insights' with a radius of 3.00. Below this is a 'Search' button. The main area is a map of London with a pop-up window for 'Taskforce School'. The pop-up window contains the following information:

- Opportunity Name:** Assembly Careers Talk - Using Maths
- Expiry Date:** 12/20/2017
- Date Range:** From 12/20/2017 To 12/20/2017
- Description:** We're looking for volunteers who use maths in their job to come in and talk at our Assembly for Year 9s. We'd like a range of volunteers from all backgrounds. The talk will be from 09:00 - 09:30am and we can support presentations if you'd like to bring one.

There is an 'Add to shortlist' button at the bottom of the pop-up window. A 'View Shortlist' button is also visible in the top right corner of the map area.

The map shows various London districts including Kingsbury, Hendon, Golders Green, Hampstead, Camden Town, Hackney, Stoke Newington, Bethnal Green, Shoreditch, Finsbury, Bow, Stratford, West Ham, East Ham, Poplar, Blackwall, Leyton, Wanstead, Woodford, Woodford Bridge, Chingford, Buckhurst, and Chigwell. Major roads like the M1, A406, A408, A40, A11, A12, A1211, A111, A112, A113, A114, A115, A116, A117, A118, A119, A120, A121, A122, A123, A124, A125, A126, A127, A128, A129, A130, A131, A132, A133, A134, A135, A136, A137, A138, A139, A140, A141, A142, A143, A144, A145, A146, A147, A148, A149, A150, A151, A152, A153, A154, A155, A156, A157, A158, A159, A160, A161, A162, A163, A164, A165, A166, A167, A168, A169, A170, A171, A172, A173, A174, A175, A176, A177, A178, A179, A180, A181, A182, A183, A184, A185, A186, A187, A188, A189, A190, A191, A192, A193, A194, A195, A196, A197, A198, A199, A200, A201, A202, A203, A204, A205, A206, A207, A208, A209, A210, A211, A212, A213, A214, A215, A216, A217, A218, A219, A220, A221, A222, A223, A224, A225, A226, A227, A228, A229, A230, A231, A232, A233, A234, A235, A236, A237, A238, A239, A240, A241, A242, A243, A244, A245, A246, A247, A248, A249, A250, A251, A252, A253, A254, A255, A256, A257, A258, A259, A260, A261, A262, A263, A264, A265, A266, A267, 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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.