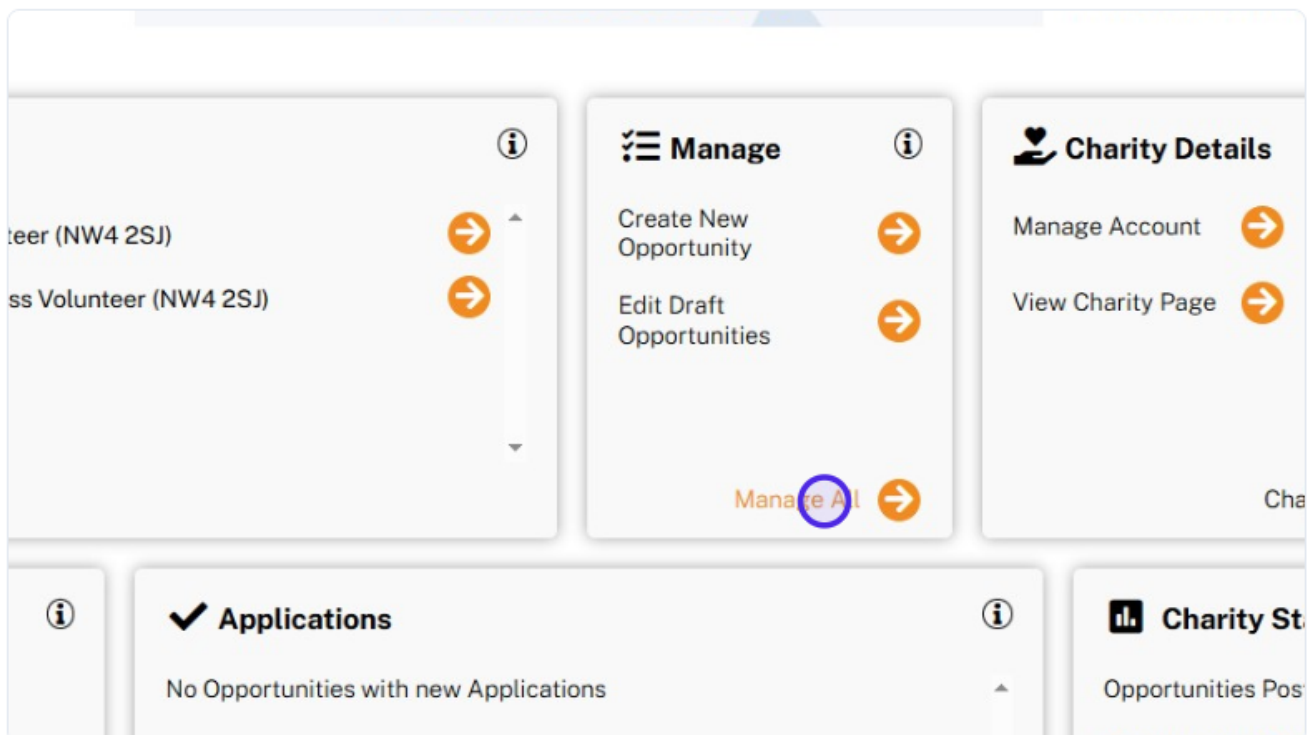


An Overview of Opportunity Management via the JVN Dashboard

This guide provides details of the **'Opportunity Management'** areas of the Charity Dashboard. It is split into sections: the **'Opportunity Lifecycle'** and new actions you can use within Opportunities.

Section 1: 'Opportunity Lifecycle'

1 Access Opportunity Management



From the Charity Dashboard, click **'Manage All'** located in the **'Manage'** section to proceed to the opportunities listing page.

2 Opportunity Lifecycle and Draft Opportunities

Live Our Goldfish

☒ Draft

☐ Scheduled

☐ Live

☐ Expired

	Display From	Display To	#Roles	#Views
eer (NW4 2S.I)	16/02/2026	28/02/2026	2	

Along the top bar of Opportunities, there are 4 different radio buttons. These can be selected 1 at a time to call up different Volunteer Opportunities. These are 'Draft', 'Scheduled', 'Live' and 'Expired'.

'Draft' Opportunities are new Opportunities awaiting review and approval. Once they are approved, they will become either 'Scheduled' or 'Live' Opportunities.

3 Scheduled Opportunities

☐ Draft

☒ Scheduled

☐ Live

☐ Expired

Display From	Display To	#Roles	#Views	#Applications	#Placed
/2026	31/03/2026	3			

'Scheduled' Opportunities are approved Opportunities which have not yet reached their Display-From date.

4 Live opportunities

Goldfish

Reset

☐ Draft

☐ Scheduled

☒ Live

☐ Expired

	Display From	Display To	#Roles	#Views	#Applications
2SJ)	10/02/2026	17/02/2026	1		
er (NW4 2S.I)	10/02/2026	17/02/2026	2		

'Live' Opportunities are approved Opportunities within their Display-From/Display-Until date range

5 Expired Opportunities

☐ Scheduled

☐ Live

☒ Expired

2026 ▾

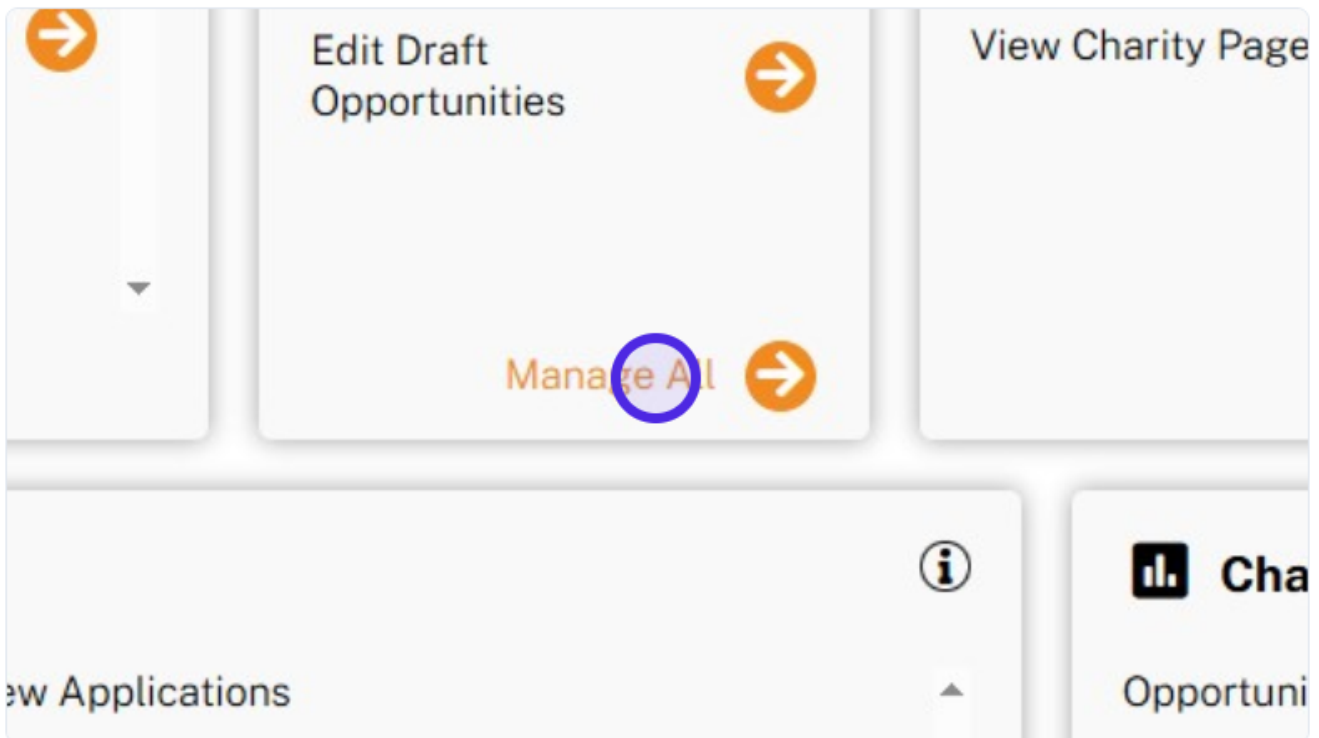
Display To	#Roles	#Views	#Applications	#Placed	Action
1/01/2026	10				Please select ▾

'Expired' Opportunities are approved Opportunities, no-longer visible after exceeding Display-Until date

Section 2: New features in Opportunities

2a: Deleting a Draft Opportunity

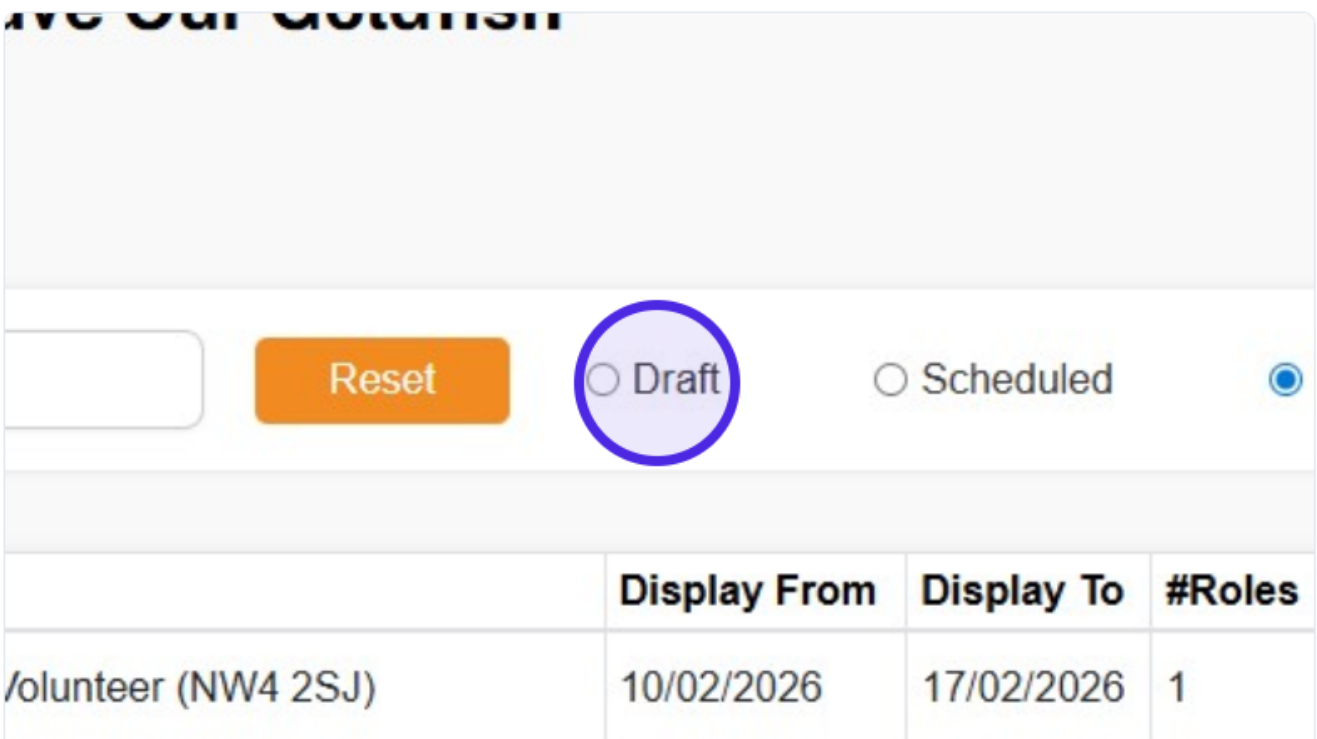
1 Access the Manage Opportunities Section



From the Charity Dashboard, select '**Manage All**' within the '**Manage**' section.

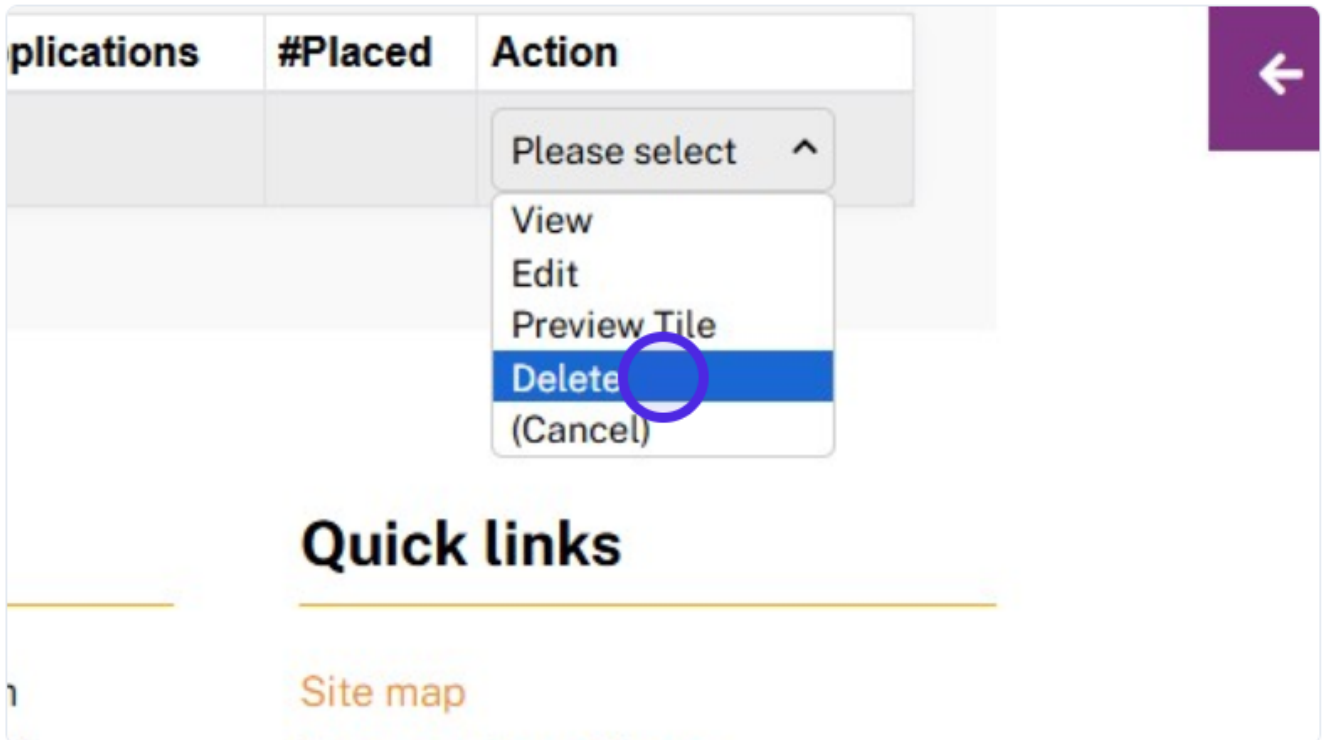
You can also click on the Arrow next to "Edit Draft Opportunities" if the user wishes to review and delete one or more draft Opportunities.

2 Select Draft Volunteer Roles



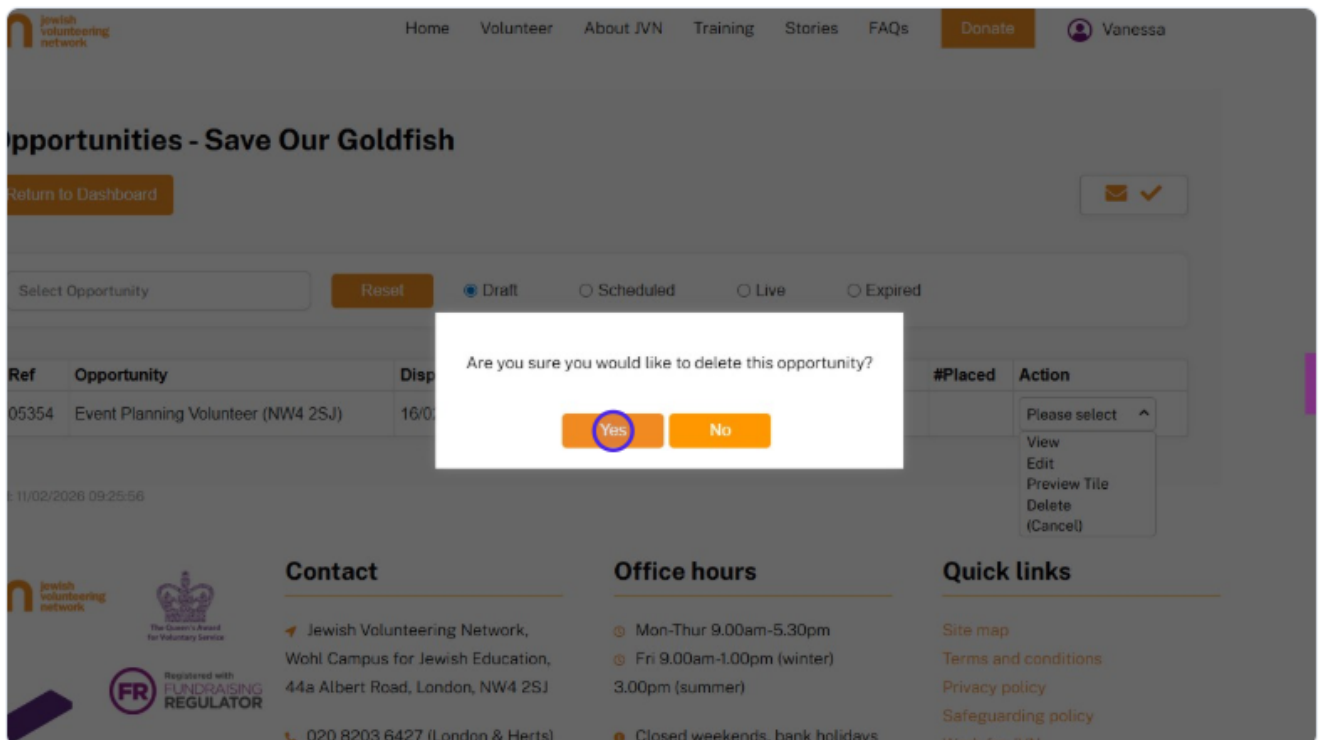
In the **Opportunities Section**, select the '**Draft**' radio button to view your draft volunteer roles.

3 Select the Delete Option



In the 'Action Menu', select the 'Delete' option.

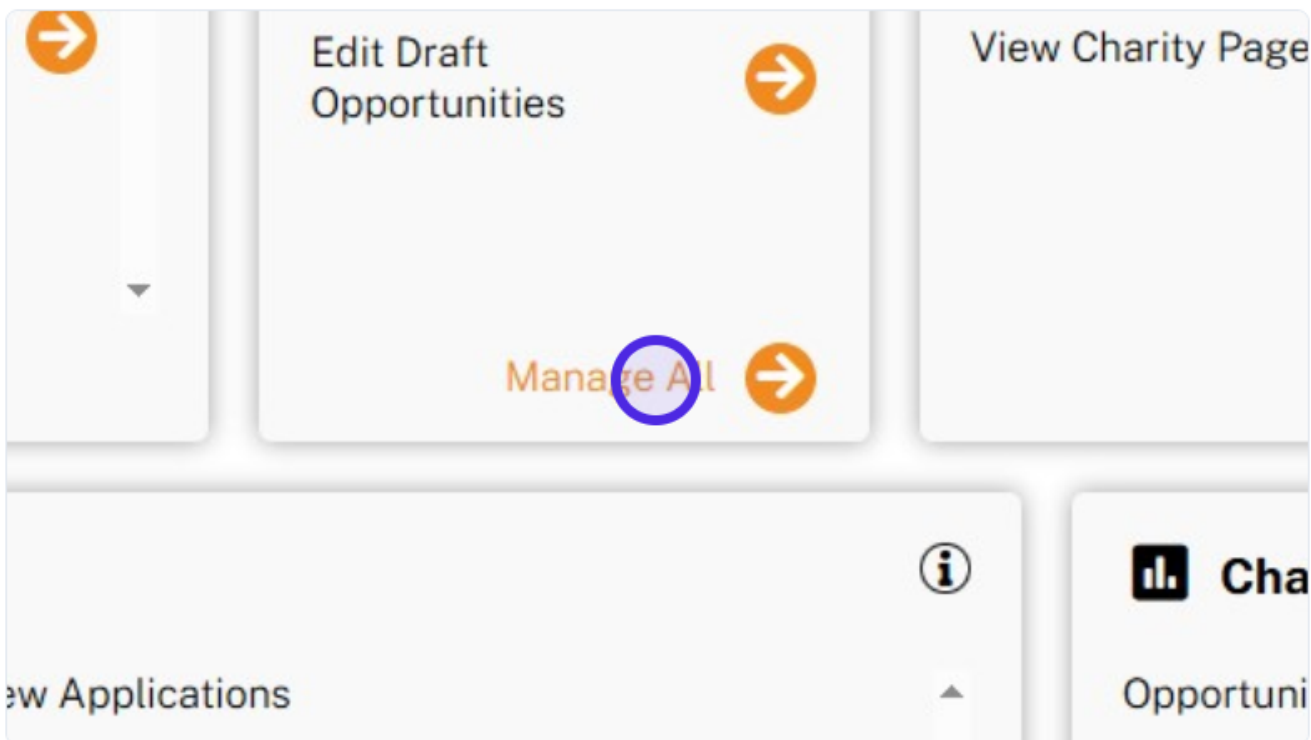
4 Confirm Deletion



Select either 'Yes' or 'No' in the dialog box. This will either keep your draft or permanently delete the Opportunity.

2b: How to Preview Tile for an Opportunity

1 Access the Manage Opportunities Section



From the Charity Dashboard, select 'Manage All' within the 'Manage' section.

2 Select either Draft, Live, Scheduled or Expired Radio Button

☐ Draft ☐ Scheduled ☒ Live ☐ Expired

Display From	Display To	#Roles	#Views	#Applications	#Placed	Action
10/02/2026	17/02/2026	1				Please select 
10/02/2026	17/02/2026	2				Please select 

From the 'Opportunities' section, you can preview how the role will look in search results when live. This can be done with 'Draft', 'Scheduled', 'Live', or 'Expired' Opportunities.

To preview the tile for an Opportunity, find the relevant Opportunity, then click 'Preview Tile' from its Action Menu.

3 Preview the Selected Opportunity

Save Our Goldfish



Reset

☐ Draft

☐ Scheduled

☒ Live

☐ Expired

	Display From	Display To	#Roles	#Views	#Applications	#Placed	Action
Volunteer (NW4 2SJ)	10/02/2026	17/02/2026	1				Please select ^ View Edit Preview Tile Clone (Cancel)
Business Volunteer (NW4 2SJ)	10/02/2026	17/02/2026	2				

Contact

Office hours

Quick links

Select '**Preview Tile**' from the **Action Menu** to view a preview of the Opportunity details.

4 View and Close the Opportunity Preview

jvn jewish volunteering network

Home Volunteer About JVN Training Stories FAQs Donate Vanessa

Opportunities - Save Our Goldfish

Return to Dashboard

Select Opportunity

Reset

Ref	Opportunity
05353	Social Media Support Volunteer (NW4 2SJ)
05352	Goldfish Welfare & Awareness Volunteer (NW4 2SJ)

Updated: 11/02/2026 09:25:56

jvn jewish volunteering network



The Queen's Award for Voluntary Service

2024

Registered with FUNDRAISING REGULATOR

Contact

Jewish Volunteer Wohl Campus for Jewish Community Centre

44a Albert Road, London, NW4 2SJ

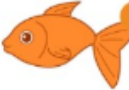
10.00am-5.30pm 3.00pm (summer)

Quick links

Site map

Terms and conditions

Privacy policy

 JVN PARTNER

Social Media Support Volunteer

-Scheduling posts using pre-approved content -Sharing posts across agreed social media...

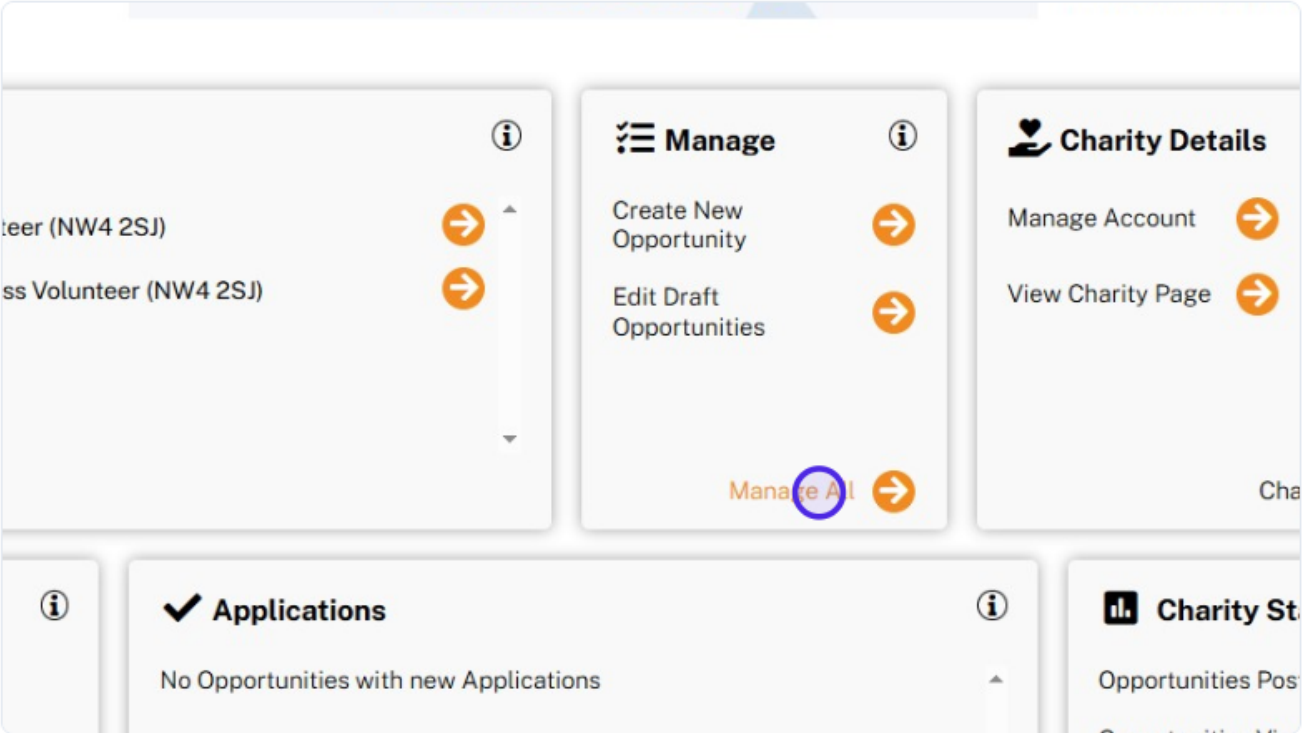
 Between 2 and 5 hours

View

The '**Preview Tile**' will automatically appear. To close the preview, select the 'X' in the top right-hand of the image.

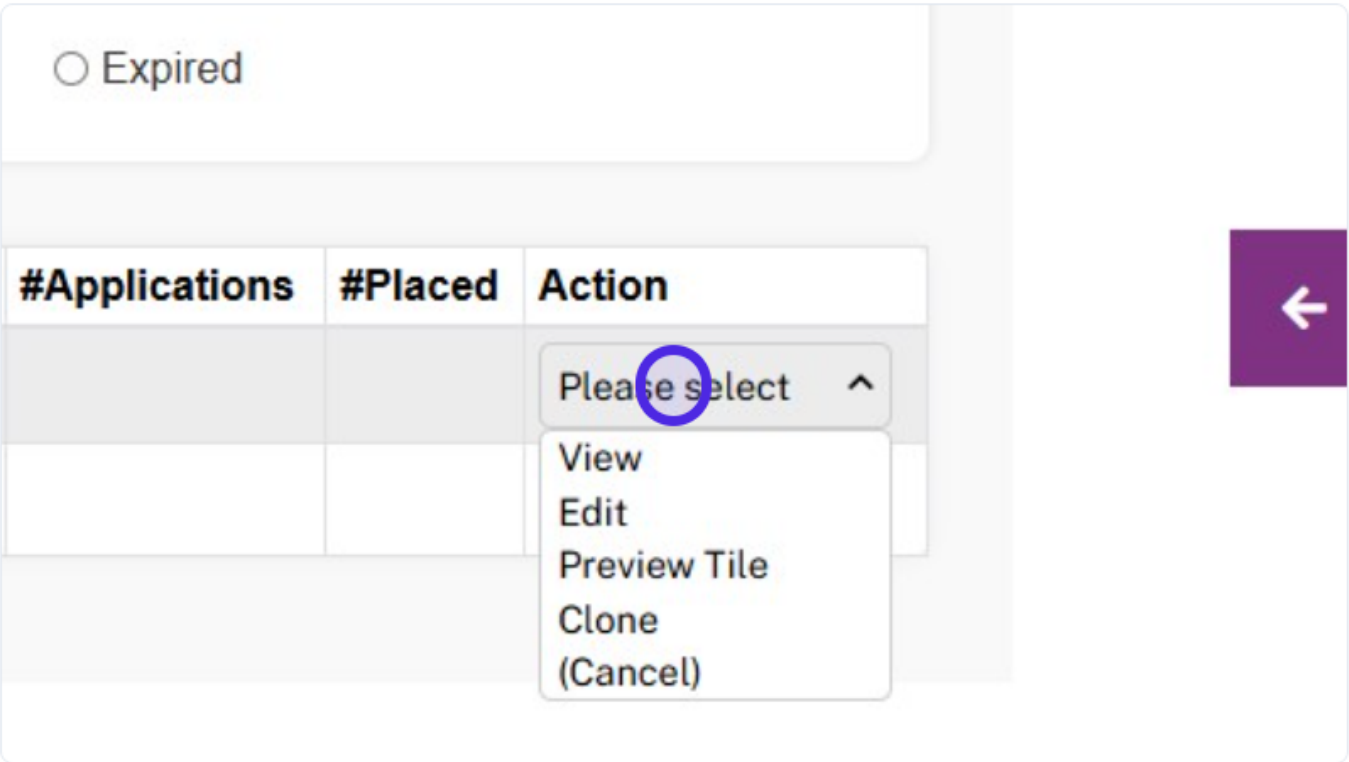
2c: Cloning an Opportunity

1 Access Opportunity Management



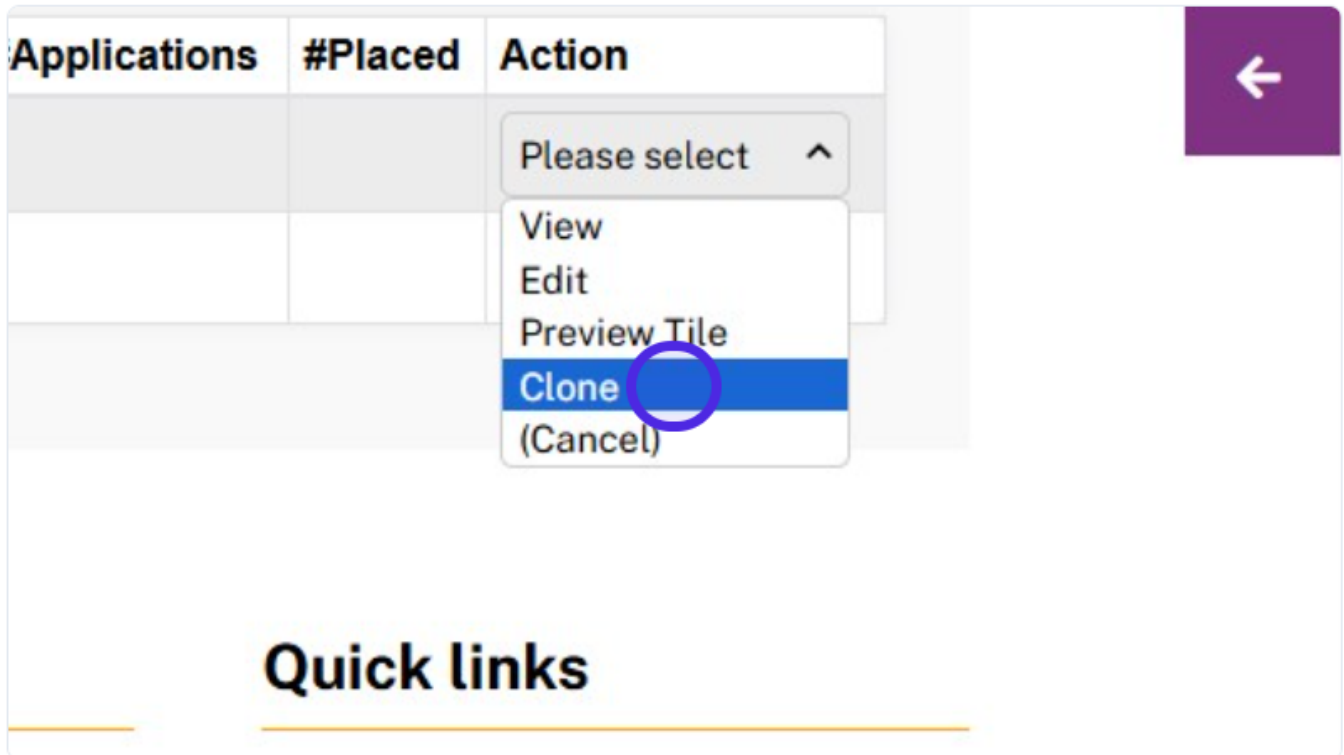
From the Charity Dashboard, click 'Manage All' located in the 'Manage' section to proceed to the opportunities listing page.

2 Find the Opportunity to Clone



In the 'Opportunities Section', find the role you would like to clone by selecting the relevant radio button. Opportunities can be cloned from 'Scheduled', 'Live' or 'Expired' Opportunities.

3 Select the Clone Option



Select 'Clone' from the **Action Menu** to view a preview of the Opportunity details.

4 Review Clone Opportunity Form



The '**Clone Opportunity**' form opens, displaying the pre-filled details of the Opportunity. Here you can make any edits as needed.

5 Set Display From and Until Dates

Is there any flexibility on locations and/or times to fit in with volunteers preference?

☐

Minimum hours/session *

2

Maximum hours/session *

5

Display from *

When would you like us to start displaying this opportunity on the JVN website?

dd/mm/yyyy

Display until *

When would you like us to stop displaying this opportunity on the JVN website?

dd/mm/yyyy

Alternative contact details

If you would like queries and applications for this opportunity only to be sent to a different contact then please enter the details below:

Name

Enter the new start and end date for displaying the Opportunity by filling in the 'Display from' and 'Display Until' fields.

6 Enter Number of Roles

E-mail address

Application Form

If you have your own application form for this opportunity then please upload it here. You will have the option to use it, or the JVN standard application form, when replying to applications.

Number of roles *

Please select the number of volunteering roles required for this opportunity

1

Approve opportunity?

If left unchecked, this role will remain in your Draft section

☐

Clone **Cancel**

Enter the desired 'Number of Roles' required for the Opportunity.

7 Approve the Opportunity

The screenshot shows a web form titled 'Application Form' with instructions: 'If you have your own application form for this opportunity then please upload it here. You will have the option to use it, or the JVN standard application form, when replying to applications.' Below this is a cloud upload icon. The next section is 'Number of roles *' with a sub-instruction: 'Please select the number of volunteering roles required for this opportunity'. A text input field contains the number '1'. The final section is 'Approve opportunity?' with a sub-instruction: 'If left unchecked, this role will remain in your Draft section'. It features an unchecked checkbox, which is circled in blue. At the bottom are two orange buttons: 'Clone' and 'Cancel'. The footer includes contact information for the Jewish Volunteer Network (JVN) in Manchester, including a phone number (07587 792 272), an email address (info@jvn.org.uk), and mentions of Jewish festivals and jobs.

Application Form
If you have your own application form for this opportunity then please upload it here. You will have the option to use it, or the JVN standard application form, when replying to applications.



Number of roles *
Please select the number of volunteering roles required for this opportunity

1

Approve opportunity?
If left unchecked, this role will remain in your Draft section

☐

Clone **Cancel**

07587 792 272 (Manchester) and Jewish festivals
info@jvn.org.uk

Check the '**Approve opportunity?**' box if the cloned opportunity should be immediately active. If left unchecked, the role will be saved to your '**Draft Section**'.

8 Clone the Opportunity

This screenshot is identical to the one above, showing the 'Approve the Opportunity' form. However, in this version, the checkbox under 'Approve opportunity?' is checked, and the 'Clone' button is circled in blue, indicating the next step in the process.

JVN standard application form, when replying to applications.



Number of roles *
Please select the number of volunteering roles required for this opportunity

1

Approve opportunity?
If left unchecked, this role will remain in your Draft section

☒

Clone **Cancel**

07587 792 272 (Manchester) and Jewish festivals
info@jvn.org.uk

Click the '**Clone**' button to finalise the duplication of the Opportunity.
