How to Create Role Ads on Reach

Posting Opportunities (Roles) on Reach

1. **Log in to Reach** using the email address corresponding to the team you are posting a role on behalf of.
   E.g. pathways@extinctionrebellion.uk for posting a role for the Recruitment Support team.
   Passwords are stored in the Vault. More about accessing and using the Vault can be found here

2. Go to the top right hand corner > click on the icon > select **Post opportunity**

3. **Tick the checkbox** to confirm that this opportunity meets Reach's criteria.

4. Select whether this is a **Short Term Project** or an **Ongoing Role**.

5. Use the **Handy Template** which you can find here as an example to fill out all the fields using the **following guidance**:

- Do not use XR language and abbreviations. You can use an abbreviation if you have already given the full name e.g. Extinction Rebellion (XR).
- Use the following agreed alternative for Role Titles: Team Connector (known as External Coordinator in XR) and Team Guide (known as Internal Coordinator in XR)
- Refer to the mandate for the role which can be found by finding the team and then the role in the XR Organism (use the search function in the top left). Link: https://organism.extinctionrebellion.uk/?id=35
- Give as much clear information as possible within the word limit. Think about how to make it clear what the volunteer will be doing, what difference they will make, and what will be expected of them in terms of skills, experience and time commitment. You can watch a short video created by Reach about how to create a great volunteering opportunity.

- In the 'Information About Time Commitment' section include the day and time of the team's regular meeting, and whether it is essential to attend these, any flexibility as to the timings of these, and any other information about the commitment required.
- If you are unsure about anything (for example, the meeting times or closing date) contact the relevant team.
- You can copy and paste generic information such as 'Before you Apply' from here:

We will want to see a passion about mitigating climate change and in working with like minded volunteers. Following your application, we will invite you to an initial informal meeting on Zoom. Meanwhile, please read about XR at: https://extinctionrebellion.uk/about/

We will ask you to agree to our 10 Principles and Values (P&Vs): https://rebeltoolkit.extinctionrebellion.uk/books/xr-uk-ways-of-working.

We ask that all volunteers attend an Intro to XR online session before starting in the role. You can register here: https://actionnetwork.org/event_campaigns/explore-xr?source=reach

We will then start your onboarding and training processes and introduce you to the team you choose to guide.

7. You can **save** and come back to **edit** the opportunity.

8. If it's your first time posting a role, you can ask another team member to **review it** before you post it.

9. When you are ready, **submit** the role. Reach will review it before it goes live.

10. **Keep checking Reach** for applications to the role. Find out how to reply to these on the next page.
