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VOLUNTEER ROLE (VR) POSTING GUIDELINES

THRIVE

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Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.
Otherwise, let those in the #wiki slack channel know.

Resources
VR Posting Calendar: https://docs.google.com/spreadsheets/d/1oMuvgzCdtTvdTki9K20XTT8AMEK2Tz8LP4AAUFmOlc0
Job Description Template: https://docs.google.com/document/d/1UWLjn-EPOcWgMwAI_jTPiiSQhM4NTgqI5VWD_mRo64k
List of existing Job Descriptions: https://drive.google.com/drive/folders/1JQ1Pha55jLo4OVbvhRavMzTlprIteoT_
TP Volunteer Website: https://ThrivabilityMatters.Org/volunteer

LinkedIn Posting Guidelines for Thrivers

Why LinkedIn Posting

Why TP Needs to Post Roles via LinkedIn

- LinkedIn helps us attract new talent and grow both our teams and the organisation.Think back to when you first discovered the THRIVE Project. Was it through Linkedin?
  We know that 98% of newcomers find us on Linkedin, and although we use other platforms, they are a distant second.

- Posting roles supports THRIVE's expansion and ensures we can take on additional skilled volunteers as projects evolve. If you are short of human power in your team, this is the way to give it a boost!

- It allows us to maintain a visible and professional brand presence across global forward-thinking and thrivable communities. It takes a mere 4 min to post a role via LinkedIn. We also encourage you to post via other social platforms. We require you to post on at least one platform on an ongoing basis so we can maintain visibility.

Why Thrivers Need to Post Roles Individually

- Each LinkedIn account can only post one role at a time — this makes individual participation essential. We have already discussed at length with Linkedin alternative methods and they confirm this is best.

- When you post for roles related to your own role or team, it directly supports your growth and connects you with people who can collaborate with you.Whether you seek an experienced mentor or seeking to share with an aspiring mentee or anyone else in between. Passionate newcomers from all walks of life are welcome.

- In some cases, you may be asked by the **Volunteer Recruitment (VR) Coordinato**r to post other open roles when required. Watch out for their advice and ensure you have a role posted at all times.

- If a posted VR is suspended/closed and you are asked to repost it, please be sure to close and repost the role.

What to Post on LinkedIn

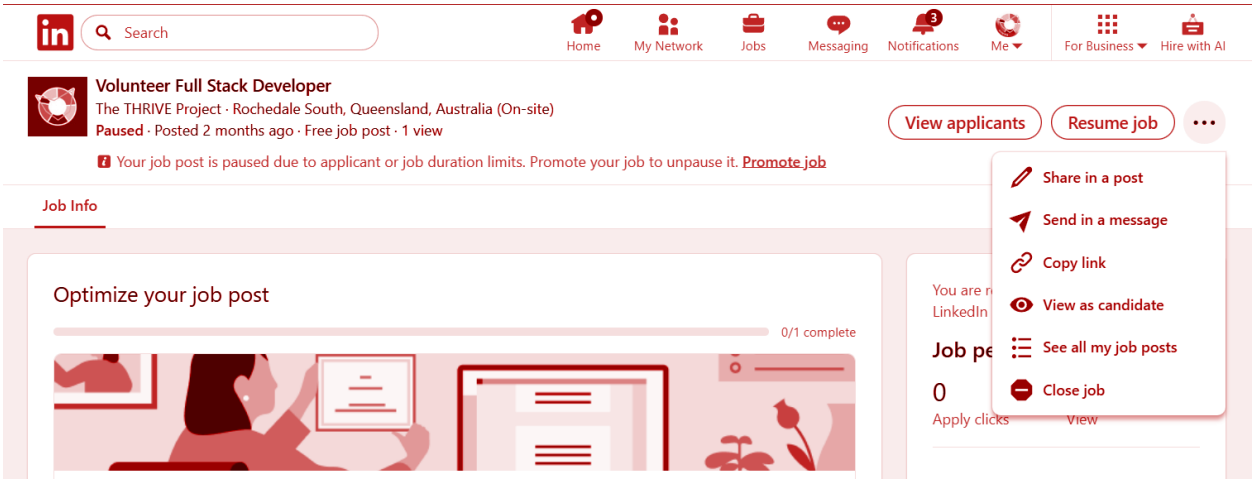
- Use the approved **list of roles and job descriptions** located here. If a role you have been asked to post is not listed, ask for the VR JD to be provided.
- Include:
    - **Job title** (begin with “Volunteer …”)
    - **Location** (usually your own, unless provided based on TZ/native language requirements)
    - **Type** (usually Remote; otherwise Hybrid)
    - **Description** (copy from the Job Description template in relevant folder)
- Post the **role you are assigned to** by default — this grows your team and aids efficiency. If no role assigned, post your own current role. Do not have it as no role posted.
- You may be advised to post other roles by the VR Coordinator if your role is already covered.

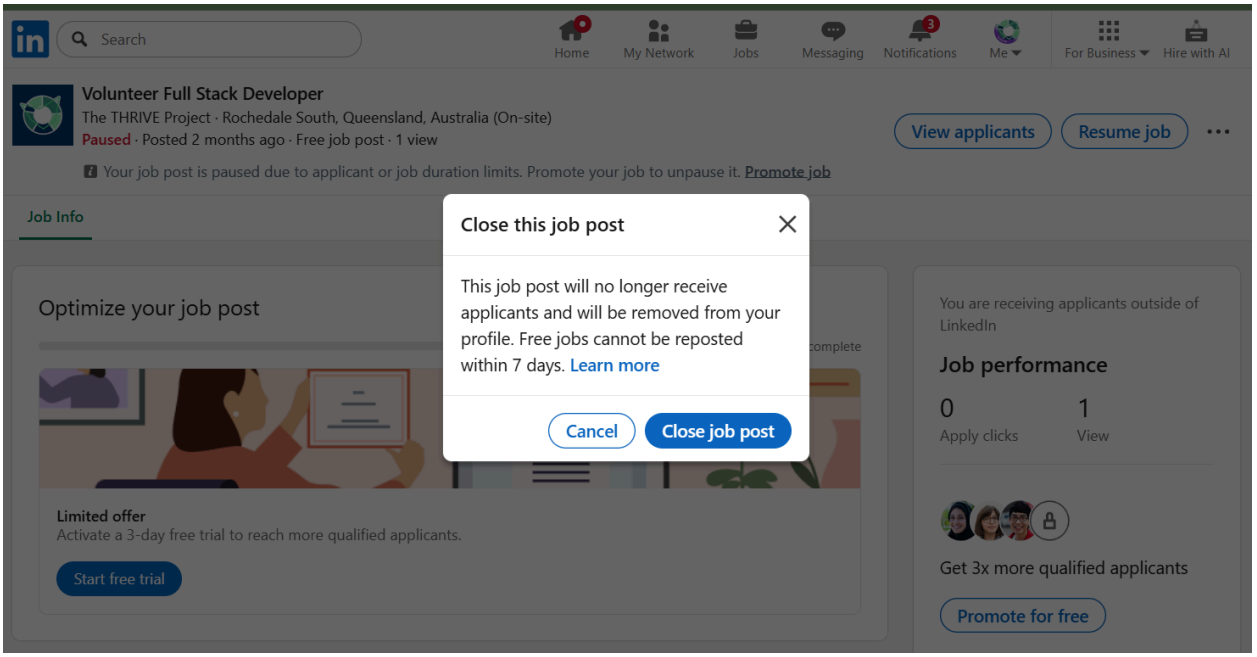
When to Post

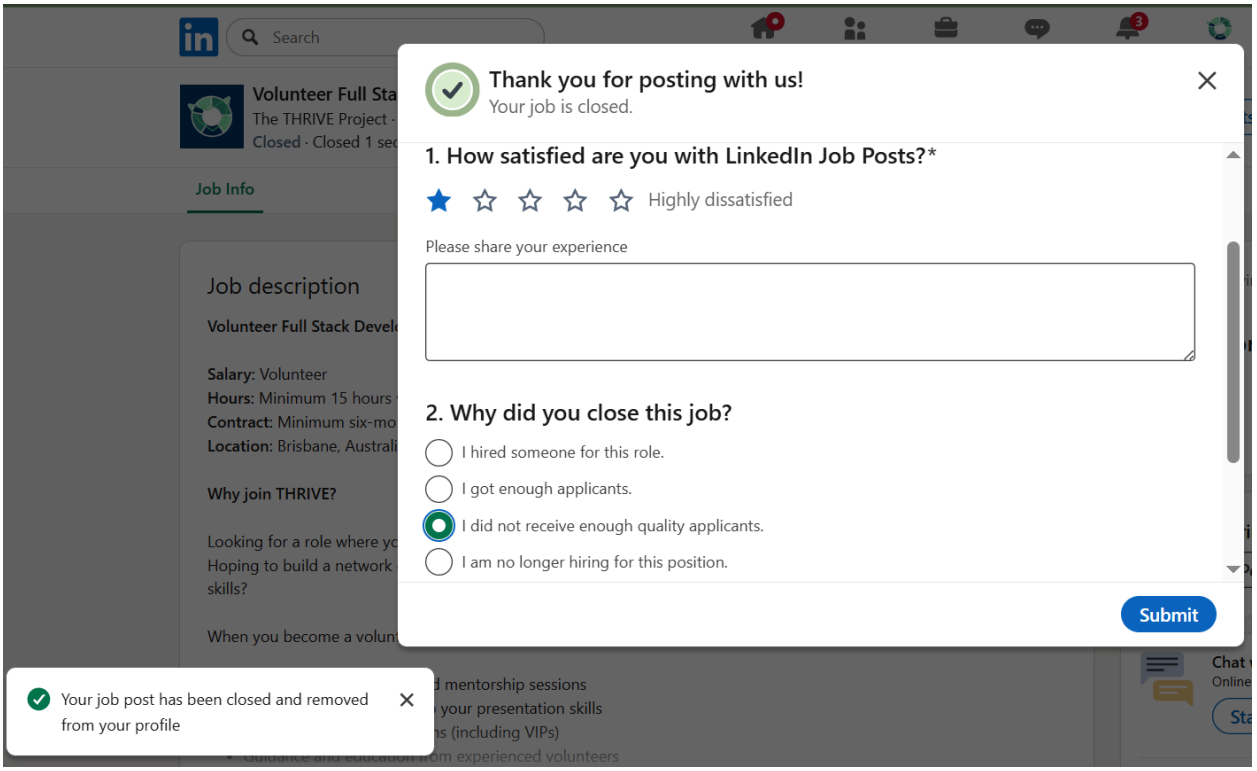
- How to go about posting on LinkedIn is introduced **during induction** and is one of the first tasks you’ll learn to master as it is fundamental to our growth.
- This is an **ongoing responsibility** throughout your time at THRIVE.
- LinkedIn’s algorithm may pause or close listings automatically (after 21–30 days or certain applicant thresholds).
- Always ensure you have **at least one active posting** at all times.
- The **SlackBot** may automatically flag or suspend inactive accounts that are not maintaining current postings.
- Be sure to **close and repost roles** as needed, based on visibility and engagement.

How to post on LinkedIn

1. **Log in** to your LinkedIn account.
2. Navigate to your profile → **Job Posting Account**.
3. If you have any **open or paused jobs**, **close it first**.
    - Click the role → Close → Select *Dissatisfied / Not enough quality applicants*.



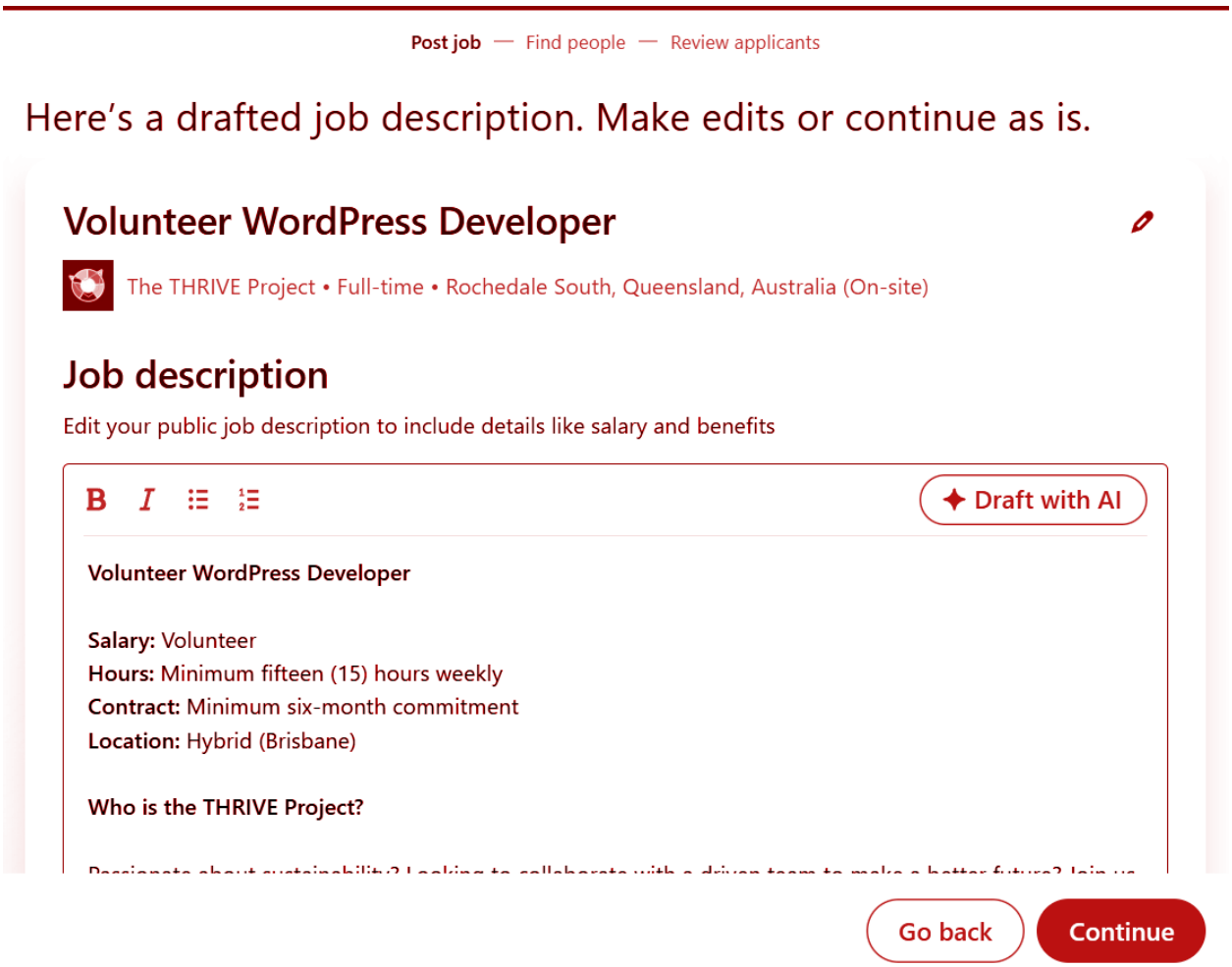




4. Go to **Manage Job Posts → Post a Role**.

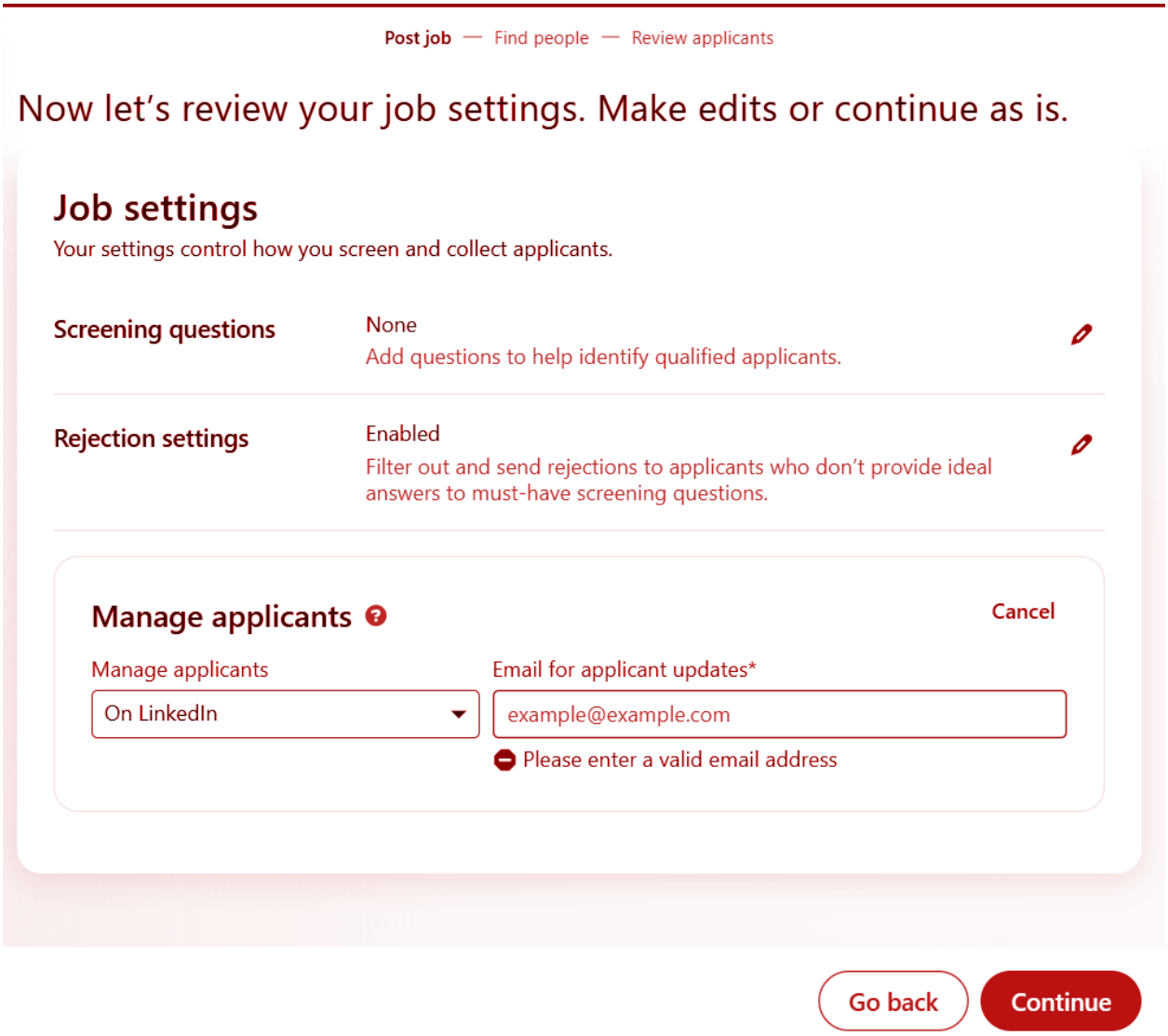


5. Enter:
    - Role Title (paste from JD)
    - Description (paste from JD, include location and type)



6. Click **Continue**.

7. **Skip** screening questions and skill filters as you want these disabled. Ensure they are set to none and disabled.



8. Under "Manage Applicants," choose **External Website** and enter:
   👉 `https://ThrivabilityMatters.Org/volunteer`

Post job — Find people — Review applicants

Now let's review your job settings. Make edits or continue as is.

Job settings

Your settings control how you screen and collect applicants.

Rejection settings

Enabled

Filter out and send rejections to applicants who don't provide ideal answers to must-have screening questions.

Manage applicants

Cancel

Manage applicants

On an external website

Website address*

https://ThrivabilityMatters.Org/volunteer

Receive applicants by email to use screening questions. Screening questions can't be collected from applicants when they apply on an external site. If you would like to collect answers to screening questions, please choose to receive applicants by email.

Go back

Continue

Post job — Find people — Review applicants

Here are draft qualifications, add anything else you need. These won't be seen by job seekers.

Ideal qualifications

Private to you

Must-have qualifications

Your applicants must have these qualifications to be considered for the role.

- Bachelor's Degree in a relevant field OR 5 years of equivalent commercial experience
- Experience with designing, customizing, and developing WordPress themes and plugins using PHP, HTML, CSS, and JavaScript
- Experience with ensuring compatibility, responsiveness, and cross-browser optimization, including knowledge of CDNs, GA tagging, caching, and speed requirements
- 0-2 years of experience in WordPress development
- Must be located in commutable distance to Rochedale South, Queensland, Australia

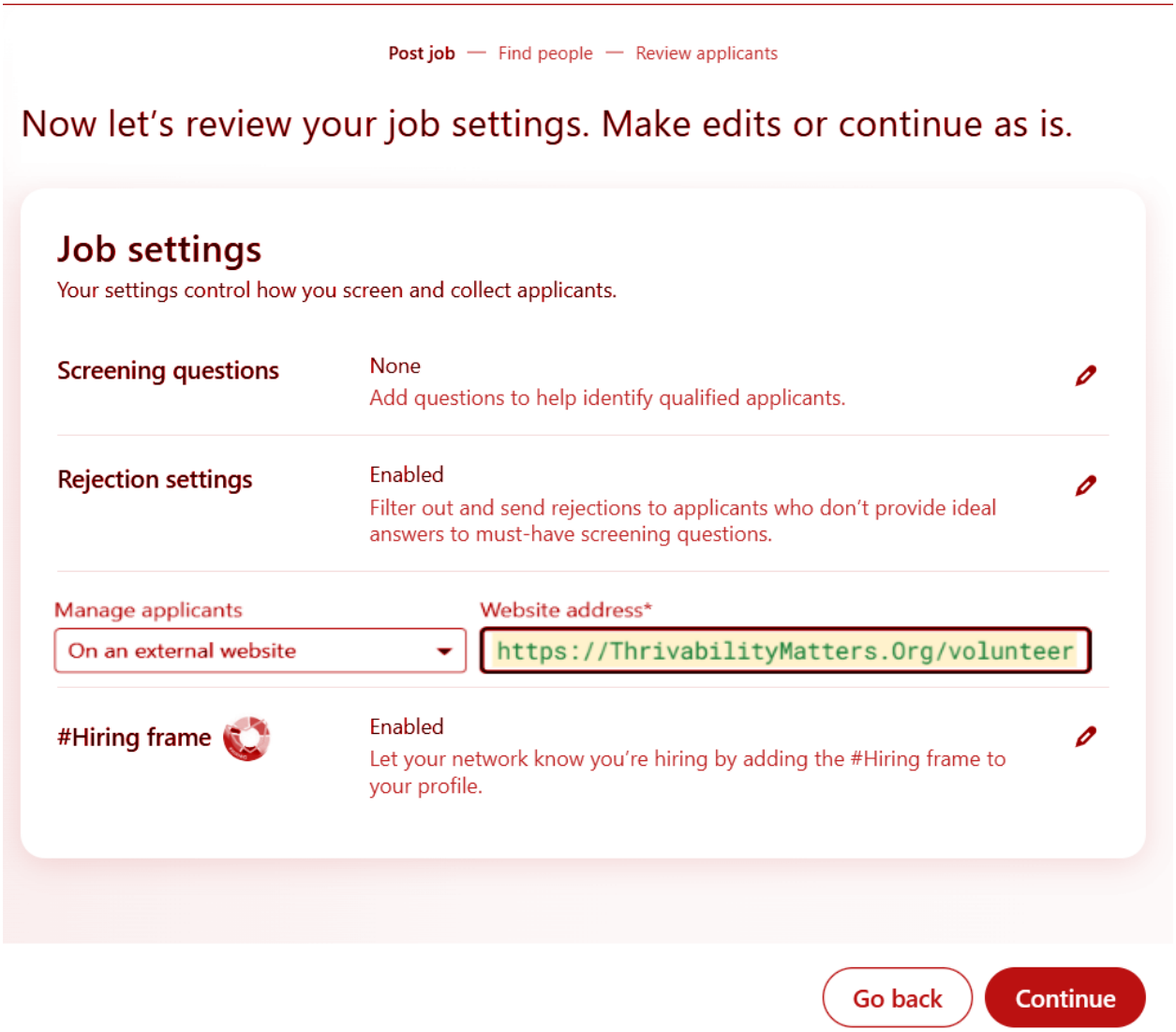
492/4,000

Preferred qualifications

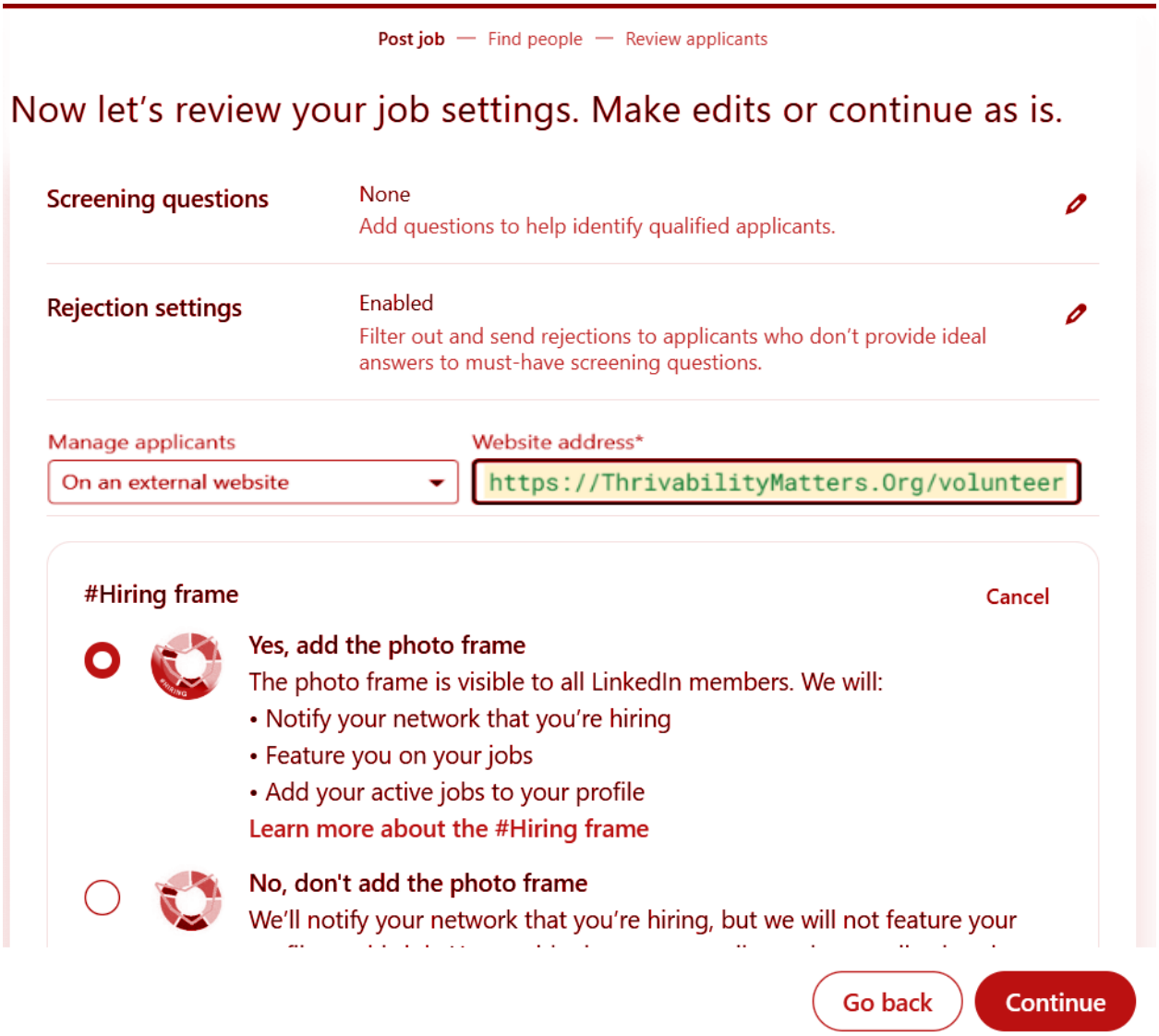
Your applicants don't need to have these qualifications, but you prefer to hire someone with them.

- Fluency in English
- A self-driven mindset with a willingness to learn new skills
- Passion to take on responsibility and lead initiatives

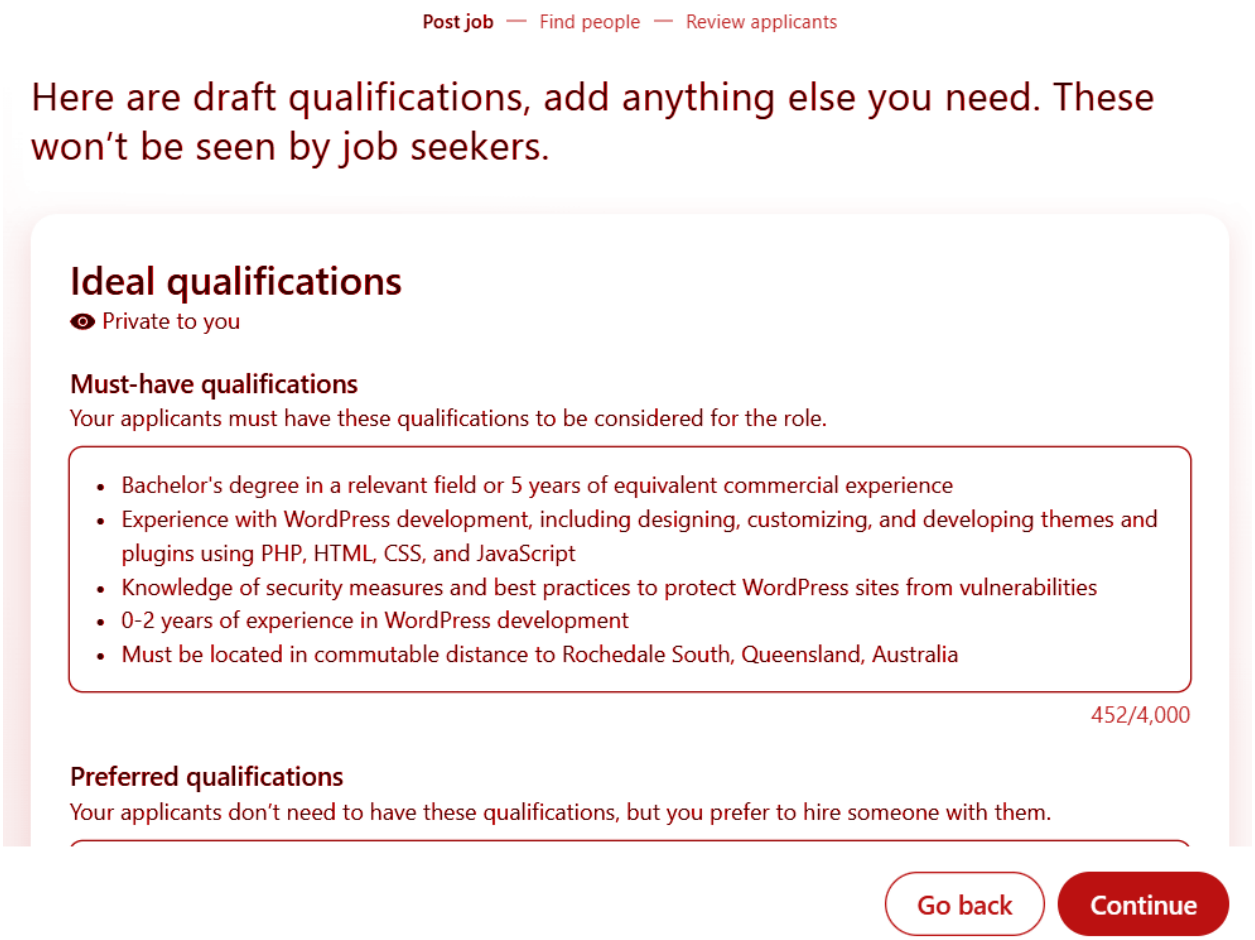
Go back | Continue



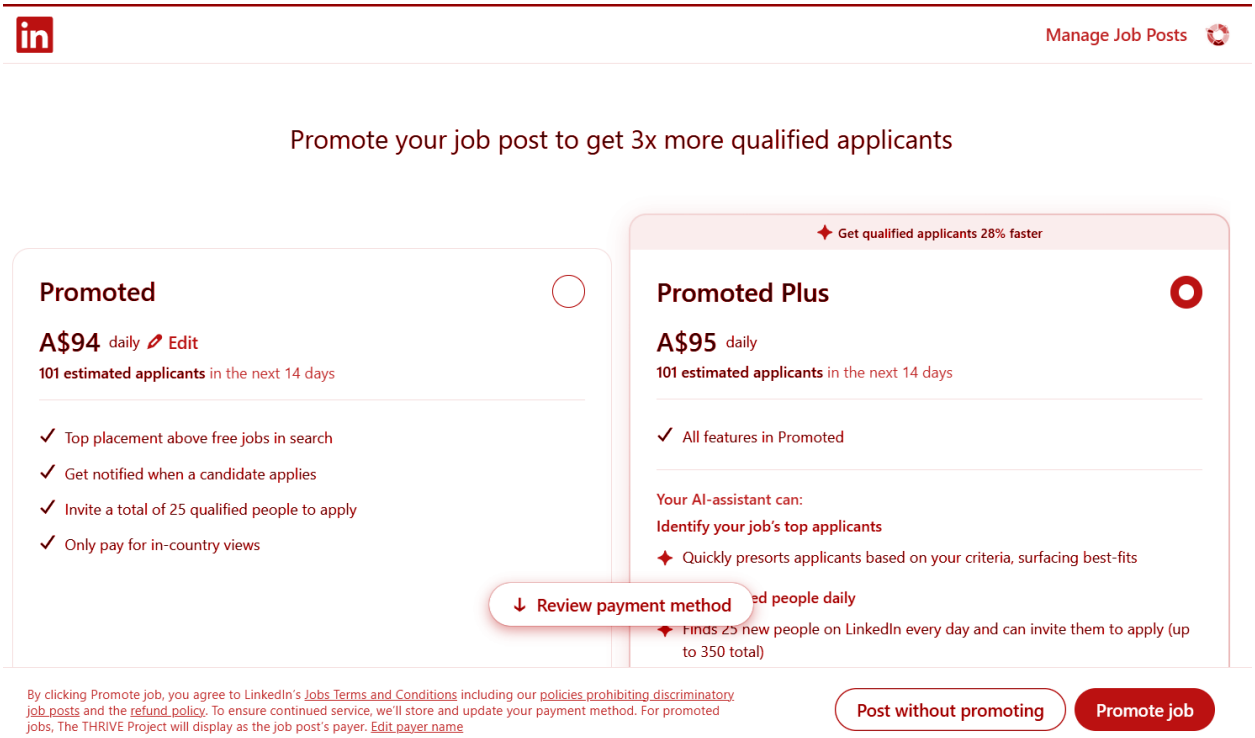
9. Click **Enable Frame and Profile** → Continue.



10. Verify requirements (experience level, etc.) → Continue.



11. Select **Post Without Promoting** or **Post for Free** — never add payment details.



12. Also repost on your socials with one click directly after your VR post is done.

13. Once posted, **share the LinkedIn link** in the `#vr-post` Slack channel in this format:

```
VR Role Name: [LinkedIn Job Link - format
https://www.linkedin.com/jobs/view/<number>]
```

(Used for verification; do not post internal URLs)

Sharing Statistics

- Every time you close and repost a role, take a **screenshot of the job stats** (views, applicants, etc.).

- Share it in the `#vr-post` Slack channel in the thread of the post you made previously.

- Record the data in the shared **VR Posting Spreadsheet** (scroll to the right): Volunteer Role Posting Stats Sheet

What to post on other social platforms

We encourage you to create social media posts for roles using any of our supported platforms. You can either make a new post or re-share one of the existing weekly posts by our social-media team. This benefits the both of us and allows for unlimited job posts. Even if you have posted on LinkedIn we encourage you to post via other social platforms.

Each platform has their own way of posting, which can be seen in the Social Media Guidelines.

To create a job post through social media, follow the process for creating a post in your desired platform - see the link above. In your post, consider writing about:

- What is the job?
- Why should readers join THRIVE? How will it engage/inspire/excite them?
- Tell them what they should do next (apply for the role, or find out more)
- Give them a link to our volunteering page: https://ThrivabilityMatters.Org/volunteer
    - All our roles are posted here, including information about each role, and links to our application form.

We suggest you follow the template below:

> 👇🌳♻️Passionate about sustainability?♻️🌳👇
>
> Are you looking to collaborate with a driven team to make a sustainable future? Volunteer with us, and make the world a better place.
> -
> **[2-3 sentences explaining the role in detail, including what it involves, and any experience needed]**
> -
> Interested? Want to know more?
> Click the link at https://ThrivabilityMatters.Org/volunteer/ 🔗

#THRIVEProject #thrivabilitymatters #forathrivablefuture #hiring #volunteer #youcanhelpusthrive

Example post:

👇🌳♻️Passionate about sustainability?♻️🌳👇

Are you looking to collaborate with a driven team to make a sustainable future? Volunteer with us, and make the world a better place.

We're looking for a motivated, enthusiastic animator and/or motion graphics designer to create a variety of motion graphics (and edit live-action videos), for our social media and YouTube channels - inspiring people around the world to make a better future.

If you have at least 2 years in a freelance or in-studio Motion Design or Digital Design role, and are a wizard with the Adobe Creative Suite, we'd love to hear from you!

Interested? Want to know more?
Click the link at https://ThrivabilityMatters.Org/volunteer/ 🔗

#THRIVEProject #thrivabilitymatters #forathrivablefuture #hiring #volunteer #youcanhelpusthrive

Troubleshooting LinkedIn volunteer role post issues

Common Questions

Q: Once just shared a role and LinkedIn has already closed it.
A: Go back to **How to Post** and repost the role or an alternate role. Be sure to ALWAYS close roles first even if already suspended.

Q: Cannot post as a role is already posted, or demanding payment.
A: ALWAYS be sure to close a posted role BEFORE reposting. The simplest way is to close all roles and post from fresh.

Q: What may I select as screening questions when prompted when sharing a new role.
A: Do not choose any screening questions. Disable this option.

Q: A candidate reaches out asking information about the role(s) or if they can speak directly with the recruiter.
A: Let them know their way of getting chosen is to attend the Group Information and Interview Session. Details at the https://ThrivabilityMatters.Org/volunteer website.

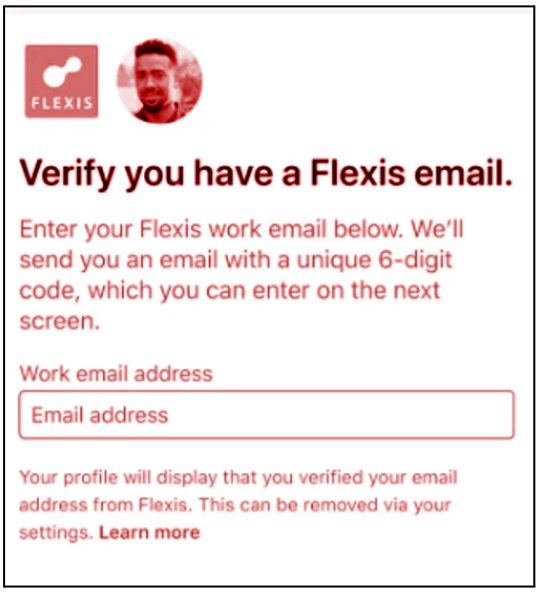
Q: What if someone asks me for an email address.
A: There is no email address. Simply direct them to the https://ThrivabilityMatters.Org/volunteer website to apply there.

Q: What may I enter as the contact email address for enquiries.
A: Do not enter any email address. Instead choose ‘website’ and enter https://ThrivabilityMatters.Org/volunteer.

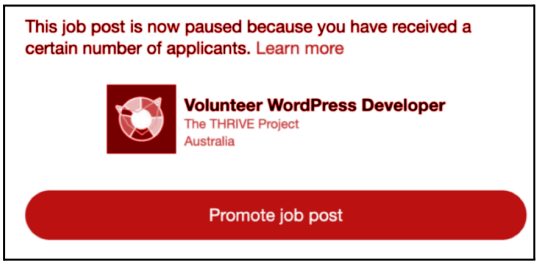
Issues sometimes arise with Linkedin job posts. Please see **common issues/solutions** below.

<table>
<tr>
<td>
</td>
<td>Issue 1: LinkedIn suggests that they can only post the role if they pay to promote it.

Solution: This is not the case, there is a ‘Not Now’ button that they can use to proceed.

NOTE: Sometimes, accounts are prevented from posting a free job listing for 7 days. This is only true for the specific listing. Simply close and post a different role.</td>
</tr>
<tr>
<td>
</td>
<td>Issue 2: LinkedIn has paused the job posting before it expired.

Solution: Close the job posting manually and repost the job promo.

NOTE: Sometimes, accounts are prevented from posting a free job listing for 7 days. If this happens, let the team assistant who asked you to post know, and simply repost another role and/or post the role as a social media post.</td>
</tr>
<tr>
<td>Note: Image below is an example only.

</td>
<td>Issue 3: LinkedIn asks them to verify their “company email address”.

Solution: Enter your THRIVE email address (e.g. john.s@strive2thrive.earth)</td>
</tr>
</table>

✅ LinkedIn Volunteer Role Posting Checklist

☐ **1. Confirm your assigned role** with the VR Coordinator — post your own team role unless advised otherwise.
☐ **2. Check for duplicates** in the `#vr-post` Slack channel or VR Posting Calendar before posting.
☐ **3. Always close all existing or paused LinkedIn job posts** before creating a new one — even if already suspended.
☐ **4. Log in** to your LinkedIn account and go to **Jobs** → **Post a Job**.
☐ **5. Enter role details exactly as provided:**
  • Title starts with *"Volunteer …"*
  • Company: *The THRIVE Project*
  • Location: *Remote* (or Hybrid, if specified)
  • Employment type: *Volunteer*
☐ **6. Paste the approved Job Description** from the official Job Descriptions Folder.
☐ **7. Accept the default for the requirements section.**
☐ **8. When prompted for screening questions, select "None"** — disable or skip this option entirely.
☐ **9. Under "Manage Applicants," choose "External Website"** and enter:
  👉 `https://ThrivabilityMatters.Org/volunteer`
☐ **10. Do not enter or share any email address** — all applicants must go through the volunteer website.
☐ **11. Tick "Add your profile to the job post"** to increase visibility.
☐ **12. Select "Post for Free"** — never add payment details or choose any paid promotion.
☐ **13. After posting, share the LinkedIn link** (only the `/job/view/...` version) in the `#vr-post` Slack channel for verification.
☐ **14. Monitor weekly** — LinkedIn may pause or hide posts after 10–21 days or 20 applicants.
☐ **15. If your role closes early or stops showing, close it manually, capture a screenshot of the stats, share in `#vr-post`, and repost the same or alternate role immediately.**

💡 Tips

- If someone messages you about the role or asks for contact info → Direct them to the **Group Information & Interview Session** via ThrivabilityMatters.Org/volunteer.
- Never provide an email address — *the website is the only contact channel.*
- Keep at least one current LinkedIn post active at all times to remain in good standing.

Version Control Information

Updated by: (@name)	Version Number	Update Description	Reason	Date (as dd/mm/yyyy)
@Justin	**v1.0**	Started	Split this document from Recruitment and Retention Guidelines, owing to length.	**13/11/2024**
@Lena	**v1.1**	Added “Posting & Weekly Maintenance Checklist”	To clarify role poster responsibilities and ensure consistent weekly maintenance of job listings	**19/04/2025**
@morris	**v1.2**	Revamped and re-aligned with current LinkedIn processes	Out of date LinkedIn process. Maintained Social-media posting option. Added “Common Questions” and “Checklist”	31/10/2025