

## Top tips for *Inspiring the Future* volunteers

### Top tips

- Keep your profile short and simple. Remember teachers may not know much about your sector or profession, so do not assume prior knowledge of specific job roles.
- Avoid jargon, technical terms and acronyms.
- The more Local Authority areas that you volunteer in, the more invitations you will receive. You can volunteer near home and/or work. For example, you may work in Sydney but live in Springwood so you can also volunteer in Penrith, or along the travel route in between.
- Teachers may look to link volunteers and their job with the curriculum, so using key words that would be meaningful to teachers will help. For example, if you say: "I have a background in economics and international business strategy. Another part of my role is overseeing customer service training" - rather than - "I find international synergies to foster performance based infrastructures to enhance the end user experience."
- *Inspiring the Future* has a tab where you can list any additional of special skills that you might have such as languages, knowledge of enterprise or having done an Apprenticeship or trained an Apprentice.
- Consider volunteering as a group or team. 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'.
- Briefly state your education route, such as university, apprenticeship etc., because young people and teachers want to learn more about the options open. It's useful for them to know that many jobs have diverse routes.

### What do teachers see when they log on to look for *Inspiring the Future* volunteers?

Teachers see the *Inspiring the Future* volunteer's name, job title, organisation name and sector. They then can click on specific volunteers to see their profile. This is the information that the volunteer has entered when completing their profile (their job, qualifications and specialisms). Teachers only see the text you have entered, therefore, this is solely what they use to guide their selection.

Teachers look down the alphabetical list of job roles in their Local Authority area e.g. Actor, Airline pilot, Architect, Baker, Banker, Business Analyst, Cardiologist, Cartoonist and so on.