



Independent Monitoring Boards' Secretariat
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DC 02/06
IMM 02/06

To: ALL BOARD CHAIRS (apart from Oakington – closing 2006)

Cc:

- **IMB CLERKS**
- **NATIONAL COUNCIL**
- **COMMUNICATIONS WORKING GROUP**

Dear Chair

ADVERTISING IMB VACANCIES ON WWW.DO-IT.ORG.UK

I am writing to let you know that every IMB has been entered on to the *do-it* website. This is a free service that advertises volunteering opportunities on the internet. Each Board has been given a user name and password which will enable you to read the entry for your Board and edit the details should you wish to do so. The user name and password for your Board has been enclosed with this letter.

Background to www.do-it.org.uk

do-it.org.uk was launched in 2001 with the first, and still the only, national database of volunteering opportunities in the UK. *do-it.org.uk* is part of the registered charity *Youth Net*, a charity founded in 1995 by broadcaster Martyn Lewis CBE and headed by Fiona Dawe OBE. It is the UK's premier website for volunteering and giving time, offering a searchable database of more than 60,000 opportunities. *Do-It* is non-profit-making and does not charge organisations to register their opportunities or people to use the database. The majority of opportunities on *do-it* come from local Volunteer Centres in England. These organisations have been provided with hardware, software and training by *do-it* so that they can upload their vacancies onto the *do-it* database. In addition, some national organisations, such as the IMB, post their opportunities directly on to the *do-it* website.

Accessing the *do-it* website

Potential volunteers access the website by entering their postcode and the type of voluntary work they are interested in. The website then produces a list of volunteering opportunities in their area.

Begin by logging on to www.do-it.org.uk. You may wish to 'test' the system for yourself by completing the pink 'do you want to volunteer' section. Enter your home postcode and choose 'prisoners and ex-offenders' from the drop-down menu. The next screen should display details about the IMB in your area (you will probably have to scroll down a list to find it). If it doesn't, you may need to narrow down the search by entering your postcode, the appropriate radius and 'prisoners and ex-offender' in the interests section.

Editing the Board's details on www.do-it.org.uk

Your user name and password are attached, together with instructions on how to change your Board's details. Should you have any difficulties with accessing the website do let me know. You may, of course, choose to do nothing. All Boards have been included in the project automatically and there is no need for you to enter the website or check the details if you do not wish to.

Dealing with Applications and Monitoring

As you will see, the Secretariat is given as the first point of contact for any potential volunteers and we will issue a recruitment pack in the usual way. I have asked Maria Duraes to keep a record if anyone mentions that they obtained our details from the *do-it* website. There is also a section on the application form for applicants to say where they heard about the IMB.

The project will be renewed annually to monitor how effective the website has been in generating interest in the IMB.

Do not hesitate to contact me should you require any further information.

Yours faithfully

Grainne Stephens (Miss)
Communications Officer