LSE CareerHub guide

Step by step guide on how to register and upload opportunities

Step 1: Visit LSE CareerHub, click on ‘Register on CareerHub’ and select Non-profit Organisation.

Step 2: Fill in the name of the organisation and tick the Terms and Conditions statement box.

Step 3: Fill in the organisation details. Fill in your charity number under ‘business number’ if you’re a UK-registered charity.
Step 4: Make sure you **do not tick this box**. Otherwise students cannot find your opportunities.

Step 5: Fill in the contact details of the primary contact. You can register other contacts later.

Step 6: **Click the link in the email** to activate your account and confirm your email address.
Step 7: Your account is now awaiting approval but you can already add your opportunities.

Adding opportunities to LSE CareerHub

Step 1: Fill in the details for your opportunity. Please note that we only advertise unpaid voluntary roles for UK registered charities.

Please note:

- Fill in a **short and descriptive title** in small case letters (e.g. Business development intern, not intern).
- Fill in ‘**voluntary**’ under salary/wage. Write in brackets lunch and/or travel expenses if these are covered.
- Fill in a **short summary about the role** rather than organisation. This is what students will see first so make sure it’s clear and engaging. Please also **copy the summary to the job details section**.
- In the details section, give an overview of what the role entails, what you’re looking for in a volunteer and what the student will gain in terms of skills and experience.
- If you already published a similar opportunity before, you can **duplicate the opportunity** in ‘Opportunities, Inactive’.
Step 9: Select ‘volunteering’ if the opportunity takes place in the UK and select ‘volunteer overseas’ if it doesn’t. If the opportunity is a voluntary internship please tick the ‘internship’ box as well.
Step 10: Select **maximum 5 occupations** which best describe your opportunity. **NGOs and charities** should always be selected.

Step 11: Select ‘**All Departments**’.

Step 12: Your opportunity is now under review. You will **receive an email once it is published**. If you have any questions beforehand please send an email to **volunteer@lse.ac.uk**.