

JumpStart – User guide

Volunteer guide

JumpStart is designed to provide assistance and guidance on business challenges. When you use the website, you may upload information, commercial or business opportunities, comments, contents, communications, other material to the JumpStart website only in accordance with these guidelines (see jumpstart.supplynation.org.au for full JumpStart terms and conditions).

1. Who can upload content to the website after registration?

- Supply Nation Certified Suppliers listed on Indigenous Business Direct
- Supply Nation corporate and government member organisations
- Employees of Supply Nation corporate and government member organisations

2. What content can be uploaded to the JumpStart site?

In this portal you can create your volunteer profile. This provides information for the Indigenous business owner to review to help them assess your suitability to support them with their project.

Within the profile you can manage your information including:

- Your name
- Title
- Email
- Phone number
- Business address
- Volunteering availability
- Volunteering locations in which you are available
- Professional skills
- A personal summary about yourself

3. What types of volunteering opportunities are available on JumpStart?

JumpStart was designed to provide assistance and guidance on business challenges. Your role as a volunteer is to support the business through a business challenge, and not to do all the work for them. Opportunities to be created as:

- Seeking **guidance** on a business challenge
- Needing **advice** on a business challenge
- Looking for **assistance** to review a draft business plan

4. What projects are not be suitable for JumpStart?

- Physical work such as; painting, gardening, tree planting etc.
- Construction or building activities
- Writing a plan from start to end
- Personal advice related to individuals
- Child care or child education

5. Your volunteer profile on JumpStart

It is important to keep your volunteer profile updated on JumpStart as the Indigenous business will review your profile to assess if you are suitable to provide support for their project. Below is an example of a good and bad volunteer profile as a guide.

Example of a good volunteer profile:

Your name	John Smith
Title	Marketing Manager – Indigenous Business Banking
Email	name@business.com.au
Phone number	08 9458 0000
Business address	123 St Georges Terrace, WA 6000
Your volunteer commitment time	5-8 hours
Volunteering availability	Mornings, Afternoons, Weekdays
Volunteering locations you are available to support	Perth WA and available to volunteer remotely, via telephone or skype or email
Professional skills	Marketing and communications
And provide a summary about yourself	I am a Marketing Manager with over 20 years' experience in Brand Management, market research and analysis, spanning across the banking, mining and hotel sectors. I am a passionate volunteer! I'm a strong believer in sharing my knowledge and skills to support others.

Poor example of a volunteer profile:

Your name	Jane Smith
Title	(no title)
Email	name@business.com.au
Phone number	9458 0000 (no area code)
Business address	(no business location)
Your volunteer commitment time	5-8 hours
Volunteering availability	Mornings, Afternoons, Weekdays
Volunteering locations you are available to support	Perth WA and available to volunteer remotely, via telephone or skype or email
Professional skills	(no skills listed)
And provide a summary about yourself	(no further information provided)

6. Project commitment

JumpStart is designed to support with short term volunteering opportunities so each project has a limit of 10 hours support.

Questions?

Please email our team on jumpstart@supplnation.org.au or call 1300 055 298.