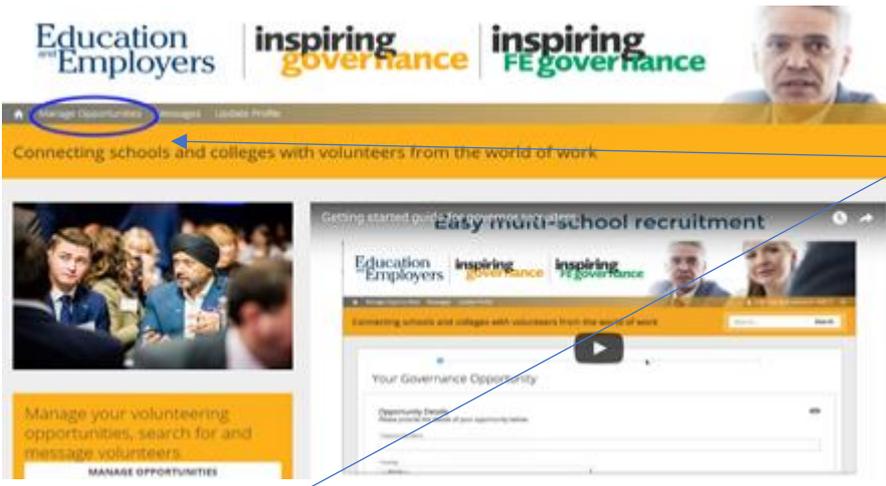
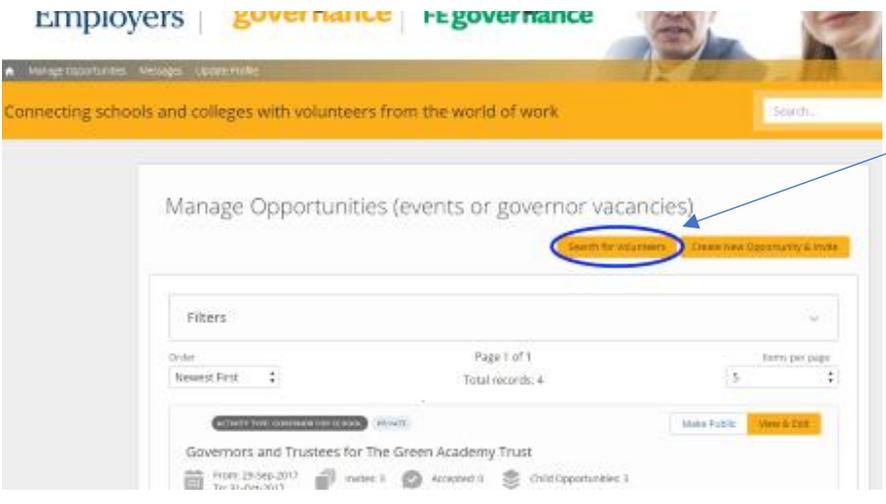
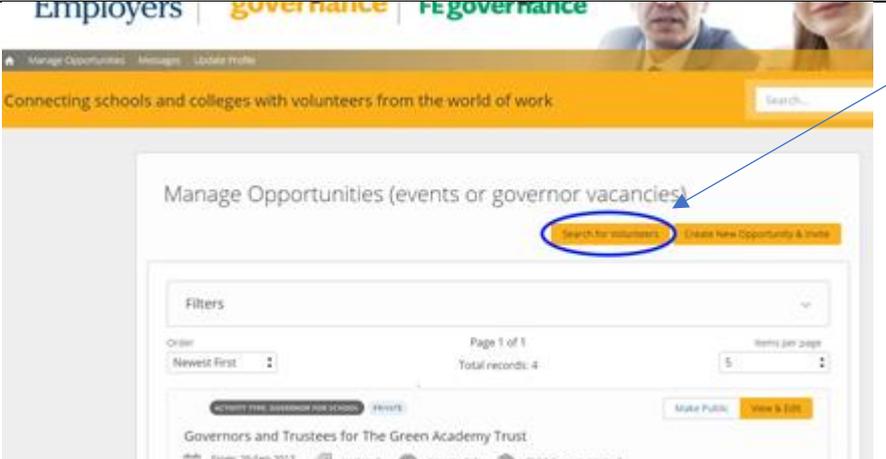


# User Guide: Recruiting volunteers to fill governance roles

This guide gives you an overview of how to create and manage your governor vacancies, and search for volunteers. Through the website you can:

- Create a listing for single or multiple governor vacancies.
- Make your vacancy(s) public to our database of 37,000 volunteers so they can express an interest.
- Search for volunteers – either **before or after** you create your vacancy/opportunity – and send them an invitation.
- Invite volunteers to apply for your vacancy/opportunity and view their responses.

<p><b>Create vacancies</b></p> 	<p>1) Once you have logged in, you will see this screen. Click on the <b>Manage Opportunities</b> button in the navigation bar to:</p> <ul style="list-style-type: none"> <li>• Create a new vacancy</li> <li>• Edit your vacancies</li> <li>• Search for volunteers</li> </ul>
	<p>2) Once you click on the Manage Opportunities page (Screen 1 above), use the <b>Create New Opportunity and Invite</b> button to create your vacancy.</p>
	<p>3) ...or use the <b>Search for Volunteers</b> button to look for new volunteers.</p> <p>You can search for volunteers either <b>before or after</b> you create your vacancy.</p>

## Search for Volunteers

Search for Volunteers

Activity: Governor for School  
Radius: 5.00  
Skills: Audit = Building/Premises =  
Has stated pre-requisites for future chair: -- None --  
Has stated pre-requisites for foundation governor: -- None --  
Reset Search

Map List Review Volunteers

4) Once you click on the Search for Volunteers button (screen 3 above), you will see a map of the area around your school.

You can also view volunteers in a list view by clicking on **List** underlined in blue.

Search for Volunteers

Activity: Governor for School  
Radius: 5.00  
Skills: Child Welfare/ Safeguarding = Corporate Governance = Education System =  
Has stated pre-requisites for future chair: -- None --  
Has stated pre-requisites for foundation governor: -- None --  
Name: \_\_\_\_\_

Map List View Shortlist

Page 1 of 2  
Total records: 8

**Alison Andrews**  
Project manager  
HR, Coaching, HR, Coaching, HR, Coaching / Non-Executive, Experience, Change Management  
View Profile Add to shortlist

**David Dawson**  
Finance Director  
City Development, Company, Corporate Governance, Data Analysis, Finance, Monitoring, Performance, Quality Assurance, Problems Solving, Strategic, Leadership, Management  
View Profile Add to shortlist

**John Keating**  
Teacher

**Mary Black**  
Lecturer in physics

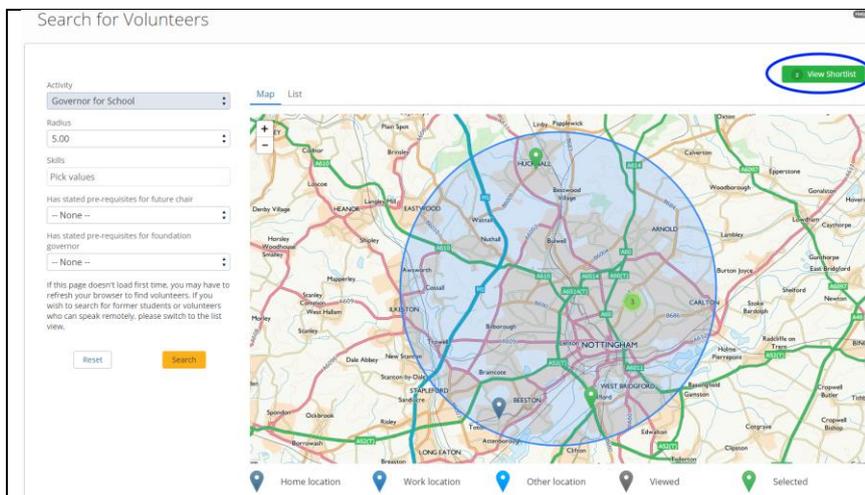
5) This is what your volunteer selection looks like in **list** view.

You can also change the search radius and filter by skills required.

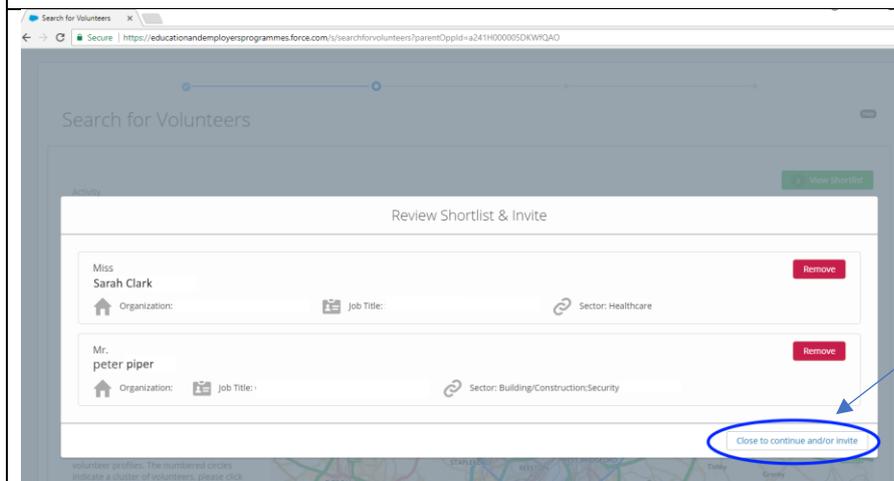
Home location Work location Other location Viewed Selected

**Jane Smith**  
Accountant  
Smith Jones Accountants  
finance / budgeting / audit  
View Profile Add to selection

6) In map view, volunteers will appear as **pins on the map**. **Click on the pin** to see their profile in brief, and click **Add to Selection** to put them in your shortlist of potential volunteers. This **does not** mean you are sending them a message.



7) Once you have selected volunteers, click the green **View Shortlist** at the top of the page to review who you have selected.



8) This is the screen you see when you click the green **View Shortlist** button (above). To read volunteers' full profiles and invite them to discuss your vacancy, click the **Close to Review and Invite** button and follow the instructions below.

## Invite Volunteers

Activity: Governor for School

Radius: 5.00

Skills: Education System Finance

Has stated pre-requisites for future chair: -- None --

Has stated pre-requisites for foundation governor: -- None --

Reset Search

View Shortlist

Home location Work location Other location Viewed Selected

Review Shortlist & Invite

9) To read volunteers' full profile and invite them to discuss your vacancy, from the Find Volunteers map, click on the orange **Review Shortlist and Invite** button at the **bottom** of the screen below the map.

Messages Update Profile

ools and colleges with volunteers from the world of work Search...

### Review and Invite Volunteers

Deselect all (if required)

Miss Sarah Clark  
Organization: The Village Surgery  
Sector: Healthcare  
Job Title: Pharmacist  
View Profile Remove  
 Select for invite

Mr. peter piper  
Organization: Job Title: Independent contractor  
Sector: Building/Construction;Security/  
View Profile Remove  
 Select for invite

Back Invite Volunteers

10) From this screen you can **View** the full **Profile** of volunteers and **Select for Invite** the ones with which you wish to discuss your vacancy.

If there are a large number of volunteers, you can click **Deselect all** and then tick those you wish to invite, leaving the rest in your basket for a future invite. But please be aware, they may not be available at a later date.

Once you have ticked the box by all of those you wish to invite, click the **Invite Volunteers** button to write your message.

ools and colleges with volunteers from the world of work Search...

IG Invite Page

\* Opportunity Name  
Governor vacancy at The Green School

\* Start Date  
28/09/2017

\* End Date  
31/12/2017

\* Type of Governor Role(s)  
Co-opted Governor

Skills Required  
Education System Finance

\* Write Message Body  
Hello, I saw your profile on Inspiring Governance and would like to see if you are interested in discussing the possibility of joining our governing board. We are a medium sized 11-16 secondary school serving a challenging area of the city. You can find more details about us at [www.greenschool.uk](http://www.greenschool.uk) We have an energetic and committed governing board of 14 people

\* Opportunity Description  
We are looking for either a governor with experience of finance and budgeting, or with experience of secondary education, especially interpreting data.

Back Send

11) On the Invite page, use the **Invite Message Body** to tell your chosen volunteers a bit more about the vacancy and the school. Once you are happy with your message, click the **Send** button. Your message is sent!

Please note, if you would like to change other details on the screen, you will need to **View and Edit** your vacancy. (see 13 below)

Education Employers inspiring governance inspiring FE governance

Manage Opportunities Messages Update Profile Sara Gattoli

Connecting schools and colleges with volunteers from the world of work Search Search

View Opportunity  
Governors and Trustees for The Green Academy Trust

Opportunity Details Vacancies Volunteers Bucket

Find Volunteers Edit Cancel Clone

12) When volunteers reply to your message, you will receive an email alert. Volunteers will be asked to accept, decline or request more information.

To read all responses and reply, select **Messages** from the top menu bar on any page.

## View and edit your vacancy

Communities Messages Update Profile

schools and colleges with volunteers from the world of work Search...

Manage Opportunities (events or governor vacancies)

Search for Volunteers Create New Opportunity & Invite

Filters

Order Page 1 of 1 Total records: 4 Items per page

Newest First 5

ACTIVITY TYPE: GOVERNOR FOR SCHOOL PRIVATE Make Public View & Edit

Governors and Trustees for The Green Academy Trust

From: 29-Sep-2017 To: 31-Oct-2017 Invites: 3 Accepted: 0 Child Opportunities: 3

“ We have three vacancies for our multi-academy trust: one for a trustee to sit on the MAT board; and two for governors to sit on local governing boards of individual schools ”

13) To view or change the details of your vacancy, click on **Manage Opportunities** on the top menu bar (Screen 1 above). Then click on the **View & Edit** button to the right of your vacancy.

View Opportunity

Governors and Trustees for The Green Academy Trust

Opportunity Details Vacancies Volunteers Bucket

Find Volunteers Edit Cancel Close

Invited: 0 Expressed Interest: 0 Accepted: 0 More Info: 0 Declined: 0

Opportunity Details

In here you can provide your opportunity details, such as name, number of required volunteers and the activity type.

Opportunity Name

Governors and Trustees for The Green Academy Trust

Activity Type

Governor for School

14) Once you click on the **View and Edit** button (above), you can **Edit** the details of your vacancy.

You can also search for volunteers from this screen by clicking **Find Volunteers**.

If you want to delete the vacancy, click the red **Cancel** button.

View Opportunity

Governors and Trustees for The Green Academy Trust

Opportunity Details Vacancies Volunteers Bucket

Find Volunteers Edit Cancel Close

Invited: 0 Expressed Interest: 0 Accepted: 0 More Info: 0 Declined: 0

Opportunity Details

In here you can provide your opportunity details, such as name, number of required volunteers and the activity type.

Opportunity Name

Governors and Trustees for The Green Academy Trust

Activity Type

Governor for School

15) Finally, if you have already selected volunteers and associated them with the vacancy, you can view them by clicking the **Bucket** tab.

We are always here to help you. For support please contact us on [enquiries@inspiringgovernance.org](mailto:enquiries@inspiringgovernance.org) or 0207 566 4880/2.