User Guide: Recruiting volunteers to fill governance roles

This guide gives you an overview of how to create and manage you 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.

Create vacancies

1) Once you have logged in, you will see this screen. Click on the Manage Opportunities button in the navigation bar to:
   - Create a new vacancy
   - Edit your vacancies
   - Search for volunteers

2) Once you click on the Manage Opportunities page (Screen 1 above), use the Create New Opportunity and Invite button to create your vacancy.

3) ...or use the Search for Volunteers button to look for new volunteers.

You can search for volunteers either before or after you create your vacancy.
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.

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

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

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.
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.

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.
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)

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

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.

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.

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 or 0207 566 4880/2.