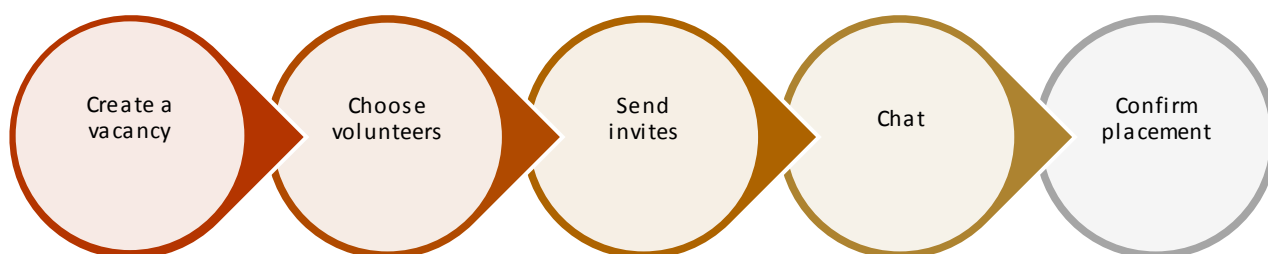


Inspiring Governance Governor Recruiter Overview



Functions of Inspiring Governance page 2

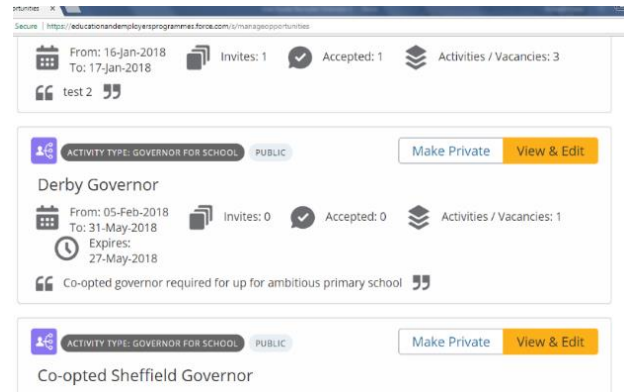
Getting to know your Homepage page 6

Accessing help and guidance page 7

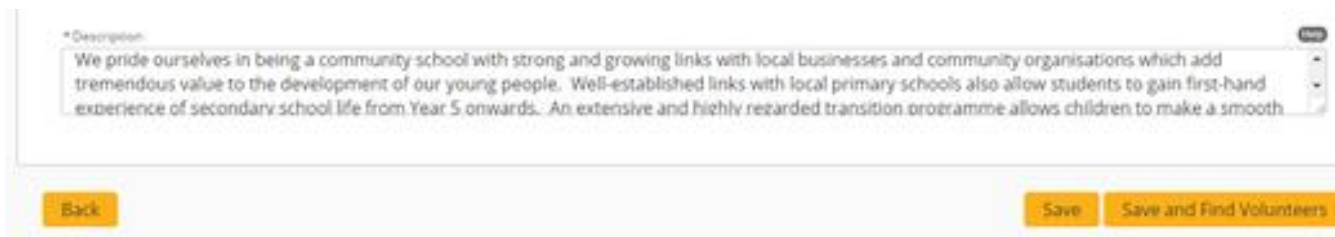
FUNCTIONALITY

Inspiring Governance connects schools and colleges with skilled volunteers interested in serving as governors or trustees.

1. Whether you're a single school or a multi-school recruiter you can create your own profile and manage all of your vacancies in one place:



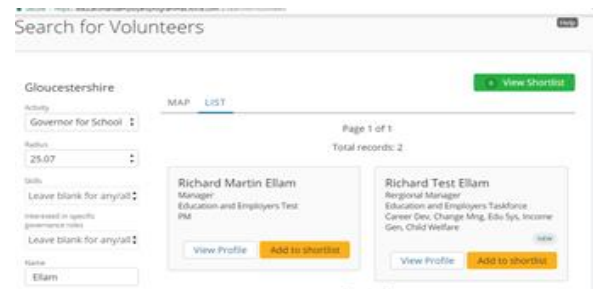
2. Advertise your vacancy by outlining details about your school, what you are looking for from a potential governor and any other helpful information.



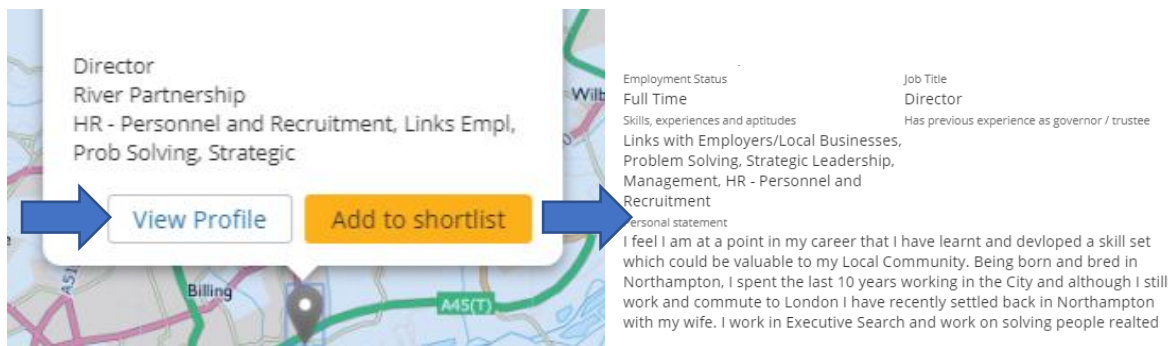
3. You can search for potential volunteers in your area by distance from your postcode and invite them for an informal conversation about your vacancy. Volunteers are listed in two ways; on a GPS map:



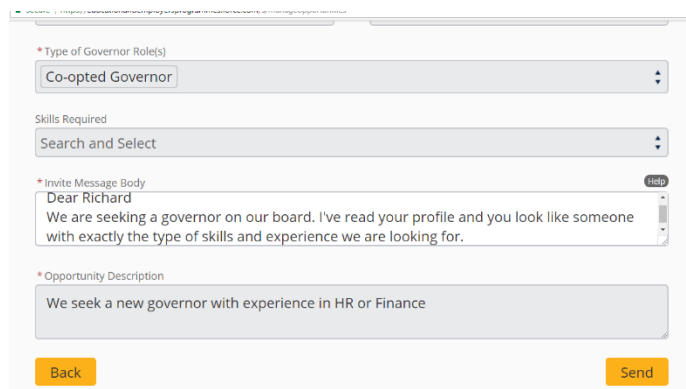
Or in a list:



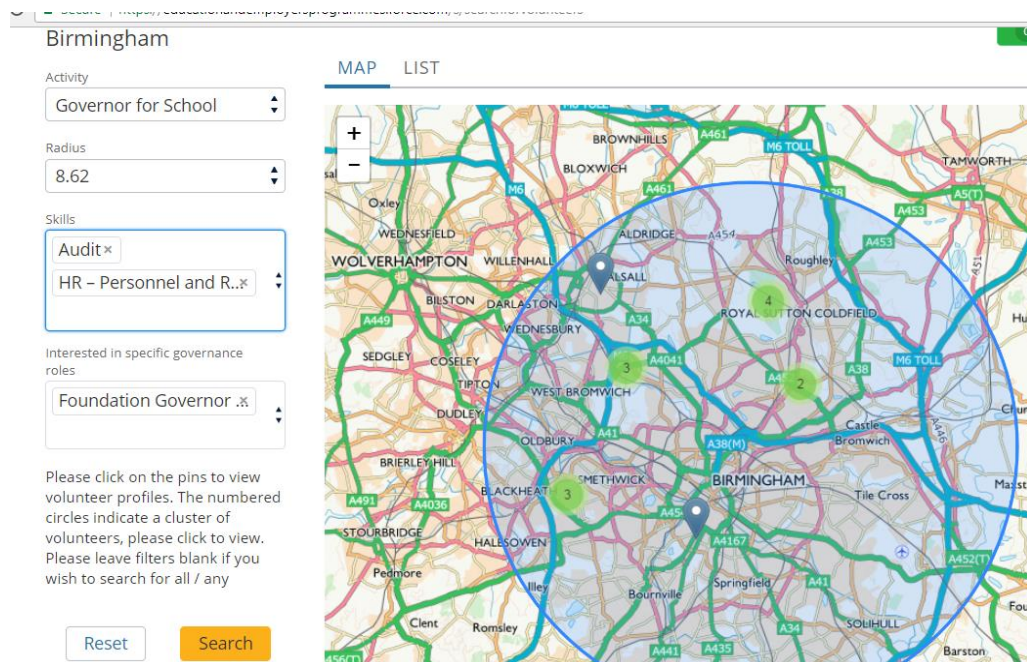
4. If a volunteer catches your eye, you can click on their profile to view more information and add them to your shortlist:



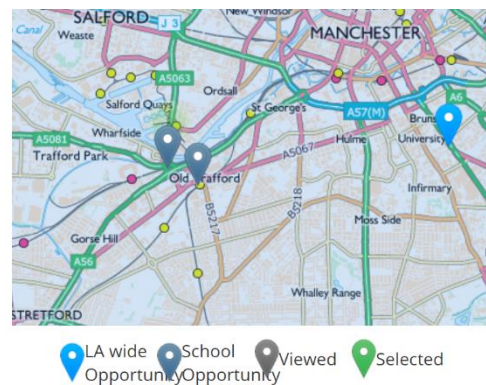
5. You can make a shortlist of volunteers and send out either individual or group invites:



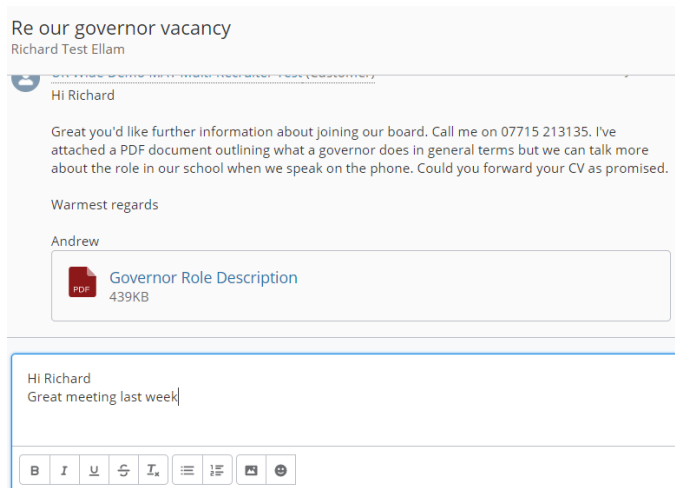
- You can filter your search by specific skills, those looking to become foundation governors or those with aspirations to become a future chair:



- Increase your chances of recruiting by keeping your governor vacancies public. This way volunteers can contact you directly through the platform and express an interest in your role.



8. Once a volunteer has accepted your invitation you can chat to them further through the Inspiring Governance Chat function. You can attach documents to send to them during your chats, such as brochures or application forms and volunteers can attach documents like their CV. You can communicate in this way all the way until they are appointed to your board.



9. Once they are appointed please let us know as soon as possible by emailing enquiries@inspiringgovernance.org or 020 7566 4880. If your new appointee has selected in their profile that they are “happy to share their governor data”, they will receive free support and training from our partner, the National Governance Association (NGA). The NGA training has been designed to be complimentary to other training that may be offered. For more information please [see here](#).

To ensure our records remain up to date please provide details of any appointments below (appointee name, school / FE provider, dates etc)

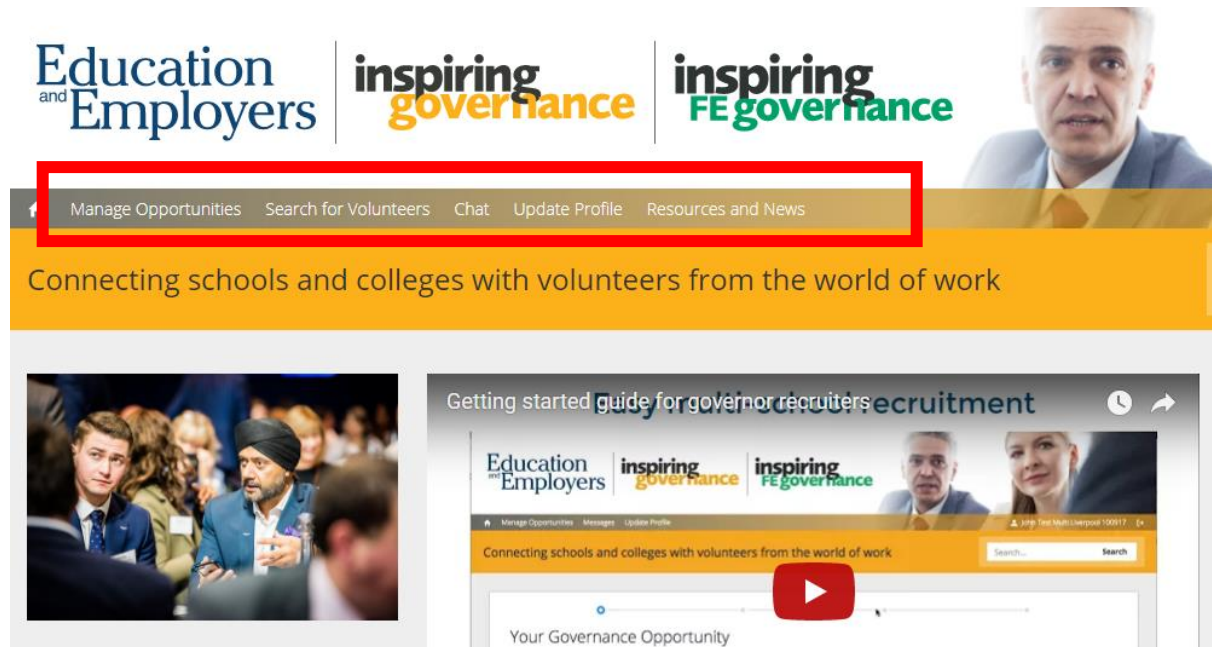
I can confirm we have placed the following three volunteers as governors in our school:
J Smith, A Singh and S Rodriguez

Reset Save Save and Submit

HOMEPAGE

When you log on, the first thing you come to is your home page.

Which looks like this:

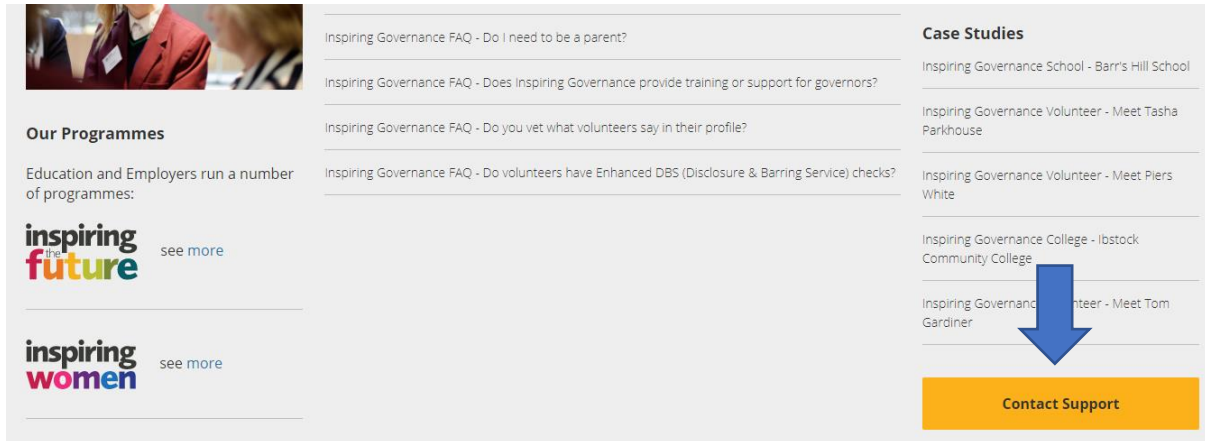


From this page by using the buttons across the top you can select the screens to:

- Create your vacancies, search for local volunteers using our innovative mapping tool and invite them to speak about your vacancies by clicking the **manage opportunities** tab;
- Run a quick search to see how many volunteers are in your area by clicking **search for volunteers**;
- Manage and **update profile** account details;
- Access our how to/user guides, FAQs, news and case studies from the **resources and news** tab.

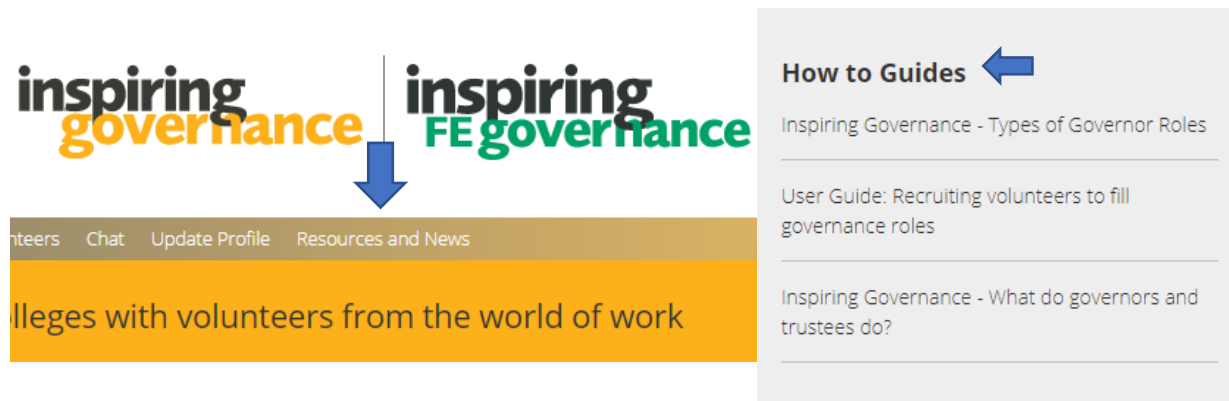
ACCESSING HELP & SUPPORT

If you need any help then simply click on our support button at the bottom right of the Homepage. You can also email: enquiries@inspiringgovernance.org or call us on 020 7566 4880.



The screenshot shows the 'Our Programmes' section with two items: 'inspiring future' and 'inspiring women', each with a 'see more' link. To the right is a 'Case Studies' section listing several schools and colleges, including 'Inspiring Governance School - Barr's Hill School', 'Inspiring Governance Volunteer - Meet Tasha Parkhouse', 'Inspiring Governance Volunteer - Meet Piers White', 'Inspiring Governance College - Ilstock Community College', and 'Inspiring Governance Volunteer - Meet Tom Gardiner'. A blue arrow points from the 'Inspiring Governance College - Ilstock Community College' entry to a yellow 'Contact Support' button at the bottom right.

For more in depth information on how to use the platform go to our user guides which can be accessed by either clicking on the Resources tab at the top of the Home page or down the left hand side of the home page.



The screenshot shows the 'inspiring governance' and 'inspiring FE governance' logos at the top. Below them is a navigation bar with 'Home', 'About Us', 'Volunteers', 'Chat', 'Update Profile', and 'Resources and News'. A blue arrow points from the 'Resources and News' tab to a 'How to Guides' section on the right. This section lists 'Inspiring Governance - Types of Governor Roles', 'User Guide: Recruiting volunteers to fill governance roles', and 'Inspiring Governance - What do governors and trustees do?'. A blue arrow also points from the 'How to Guides' header to the first item.

Other helpful information:

- Please don't forget to add enquiries@inspiringgovernance.org to your email contacts to receive notification emails.
- Google Chrome is our most compatible browser.
- Although notifications are sent out please regularly login and check your messages.