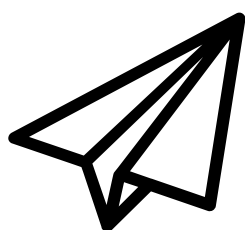


**Create Your Vacancy** p2

**Choose Volunteers** p4

**Send Invitations** p6



**inspiring**  
**governance**

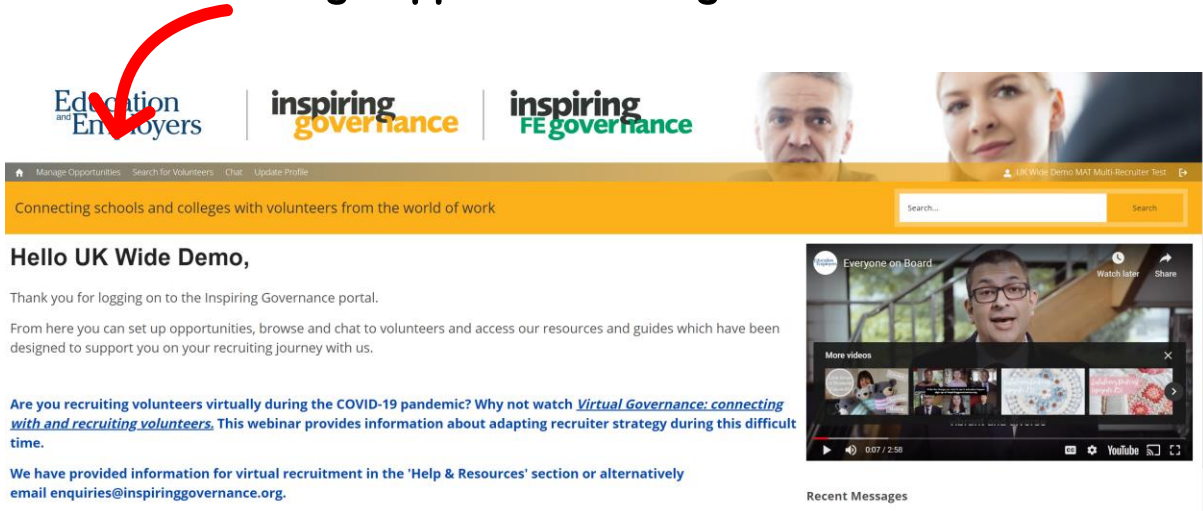
The school governance  
recruitment and support service

# Create Your Vacancy

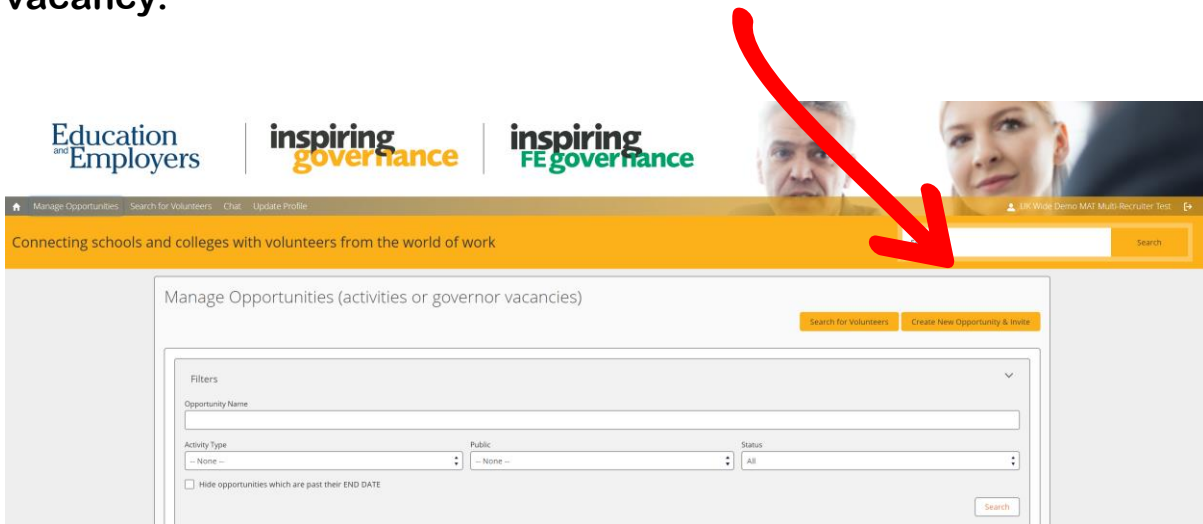
Once you have logged in, you will see this home page.



1. Click 'Manage Opportunities' to get started.



2. Click 'Create New Opportunity and Invite' to create your vacancy.



### 3. Fill out the details of your vacancy.

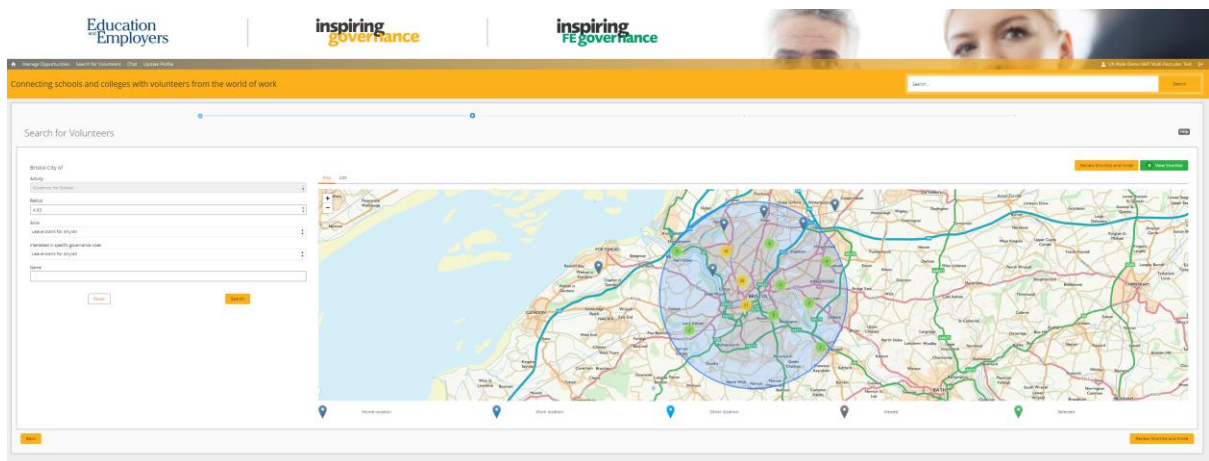
The screenshot shows a web browser window with the URL 'inspiringgovernance.com'. The page header includes the 'Education Employers' logo and the 'inspiring governance' logo. The main heading is 'Your Governance Opportunity'. The form is divided into two main sections: 'Opportunity Details' and 'Opportunity Requirements'. The 'Opportunity Details' section includes fields for 'Address', 'Area you're working on (e.g. school or college)', 'Local Authority', 'Number of Vacancies', 'Start Date', 'End Date', and 'Is this role a paid role?'. The 'Opportunity Requirements' section includes fields for 'Type of Role/Commitment', 'Skills and Qualifications', 'Role Description', and 'Other Information'. A 'Save and Find Volunteers' button is visible at the bottom right of the form.

### 4. At the end, click 'Save and Find Volunteers' to go to the map.

- In the start and end dates, remember to use the format **YYY-MM-DD** if you are using Internet Explorer
- You don't need to specify a skill on this form, this will reduce the number of volunteers available to you.
- In the role description, describe the school setting, the type of role and any skills you are looking for. You could also include the times and frequency of your meetings, and any other commitments.

# Choose Volunteers

1. Click any coloured circles or pinpoints to zoom in and see individual volunteers



Each volunteer is indicated by a pinpoint:

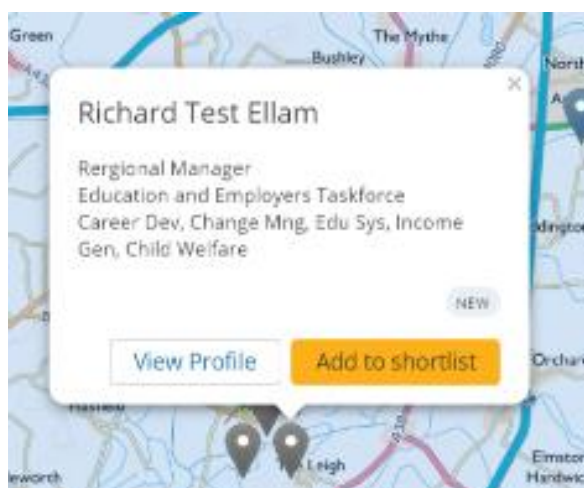


12

4

Where there are a number of volunteers close together you will see circles with the number representing the number of volunteers. Click on the number to expand the point to individual volunteers:

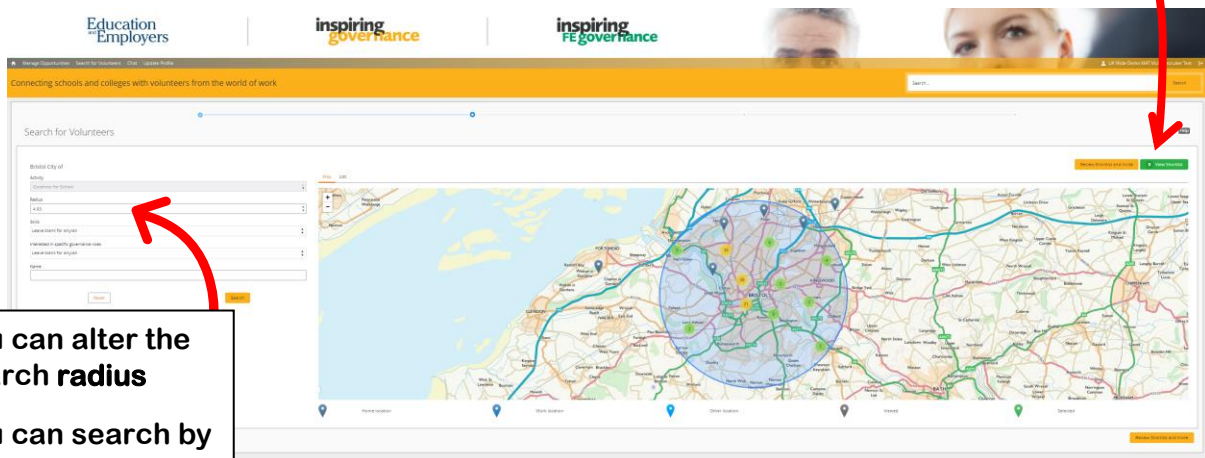
2. Click on the pin to see their profile in brief.



3. Click 'View Profile' to read more about the volunteer.

4. Click 'Add to Shortlist' to put them in your shortlist of potential volunteers.

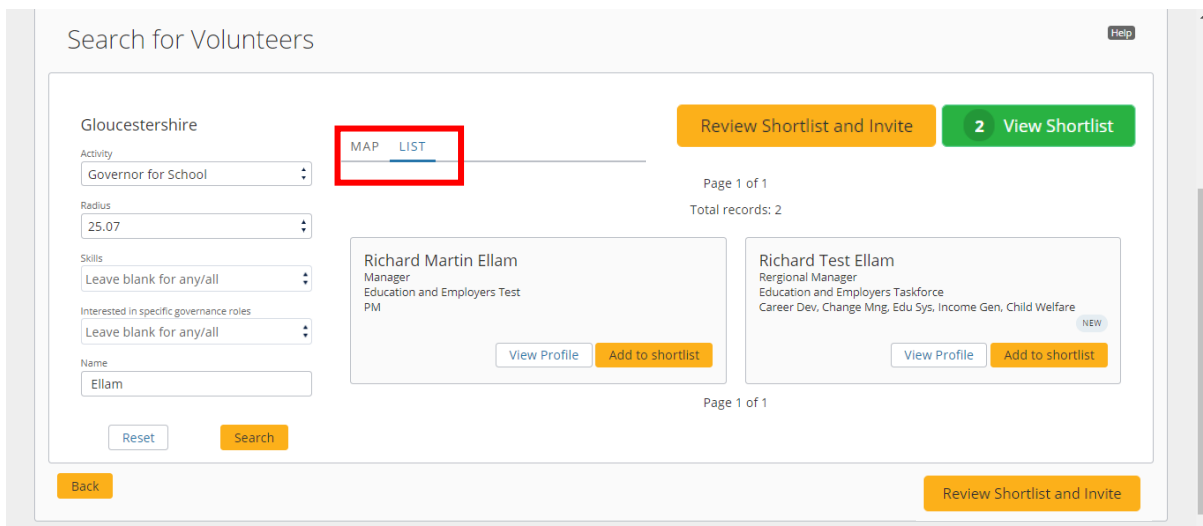
5. Click 'View Shortlist' above the map to review who you have selected.



You can alter the search radius  
You can search by governor skills.

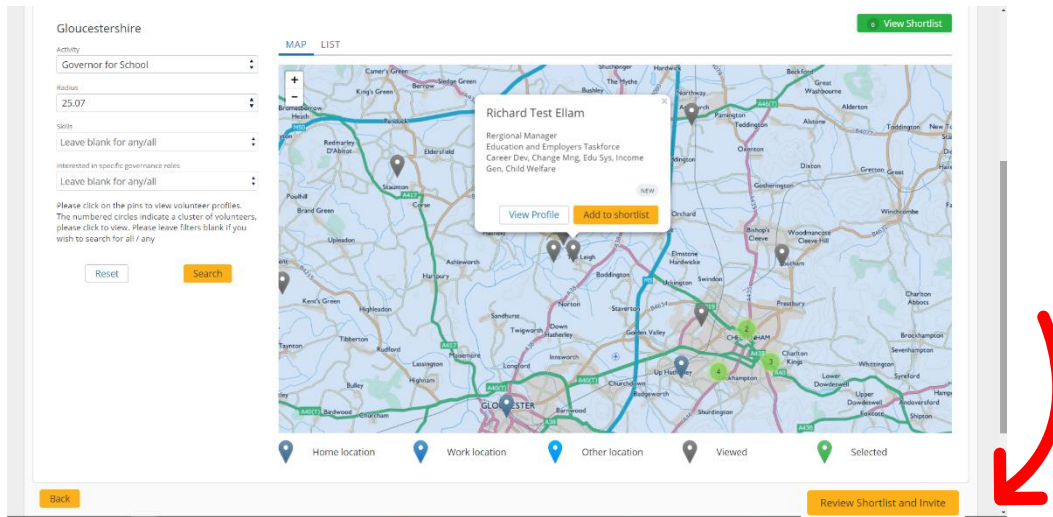


You can also view volunteers in a list view by clicking on List underlined in blue.

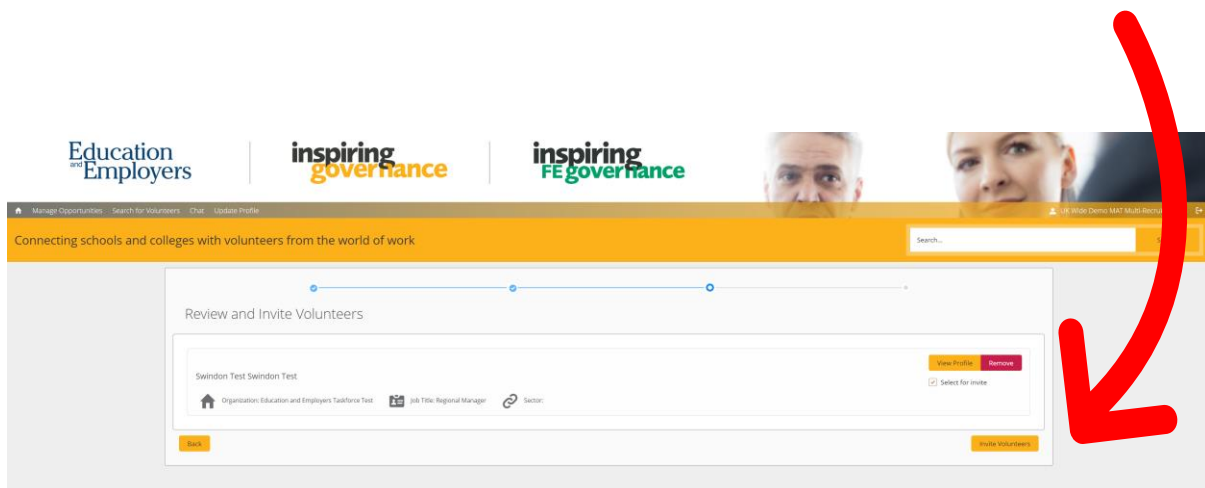


# Send Invitations

1. To invite the volunteers in your shortlist, click 'Review Shortlist and Invite' below the map.



2. Click 'Invite Volunteers' at the bottom of the volunteer list.



You can 'View Profile' to read about the volunteer



You can 'Remove', if you have decided against inviting them



### 3. Fill out the Invite Message Body

Connecting schools and colleges with volunteers from the world of work

Search... Search

IG Invite Page

\* Opportunity Name  
test vacancy

\* Start Date  
20/02/2018

\* End Date  
20/02/2018

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

Skills Required  
Search and Select

\* Invite 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 governor board. We are a medium sized 11-16 Secondary School, with full board meetings every half term, usually on a Tuesday at 5.30pm. Your experience

We seek a new governor with experience in HR or Finance

Back Send

For example: “Your skills are exactly what we need for our governing board, we would love to speak with you about our vacancy”



### 4. Click the Send button.



You should see a green ‘SUCCESS’ box.



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



Remember you can always contact us for help:  
[enquiries@inspiringgovernance.org](mailto:enquiries@inspiringgovernance.org)

0207 566 4880

