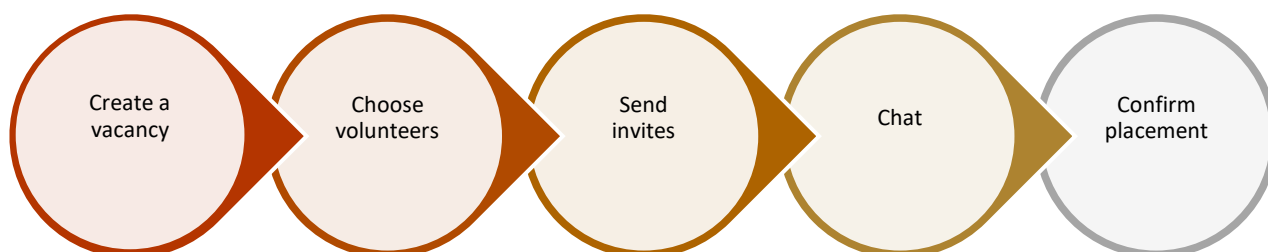


Inspiring Governance

Governor Recruiter Overview



Functions of Inspiring Governance page 2

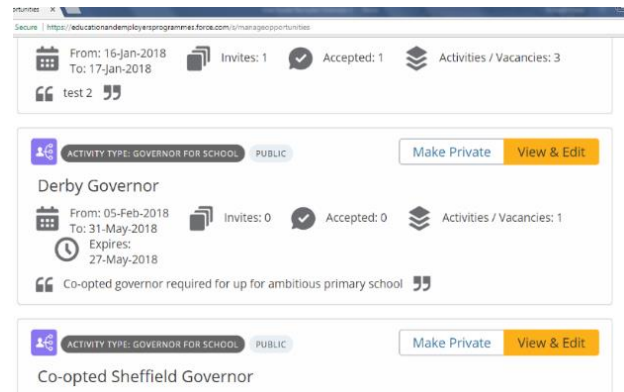
Getting to know your Homepage page 6

Accessing help and guidance page 7

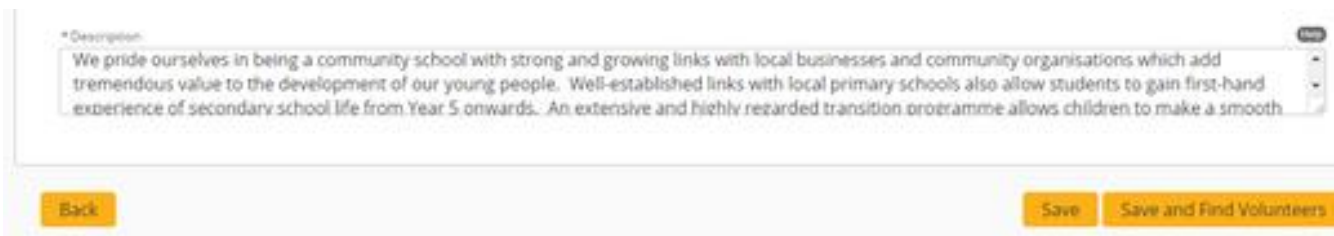
FUNCTIONALITY

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:



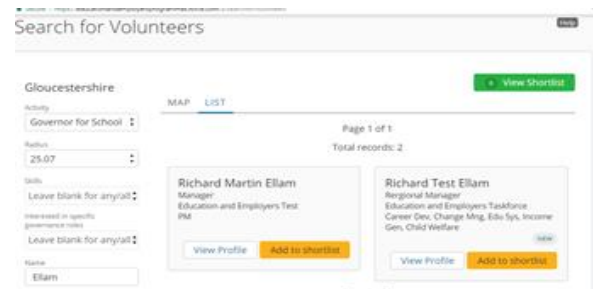
2. Advertise your vacancy by outlining details about your school, what you are looking for from a potential governor and any other helpful information.



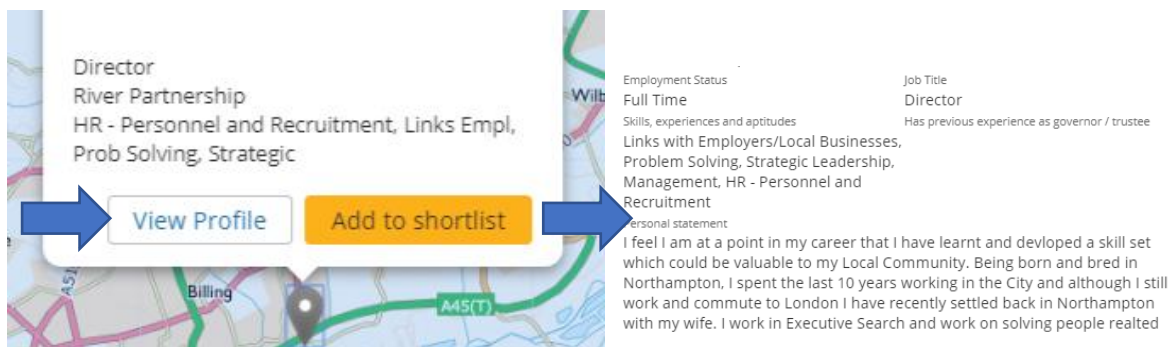
3. You can search for potential volunteers in your area by distance from your postcode and invite them for an informal conversation about your vacancy. Volunteers are listed in two ways; on a GPS map:



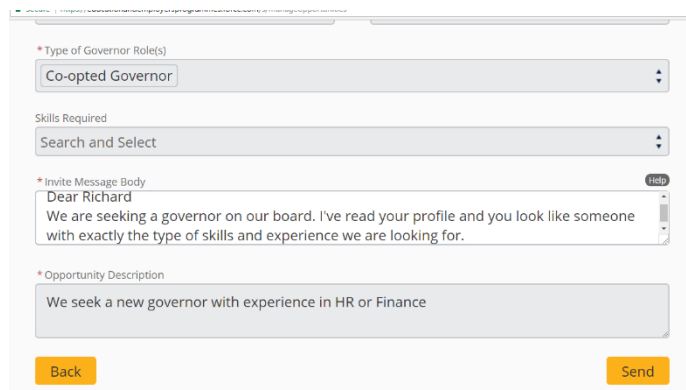
Or in a list:



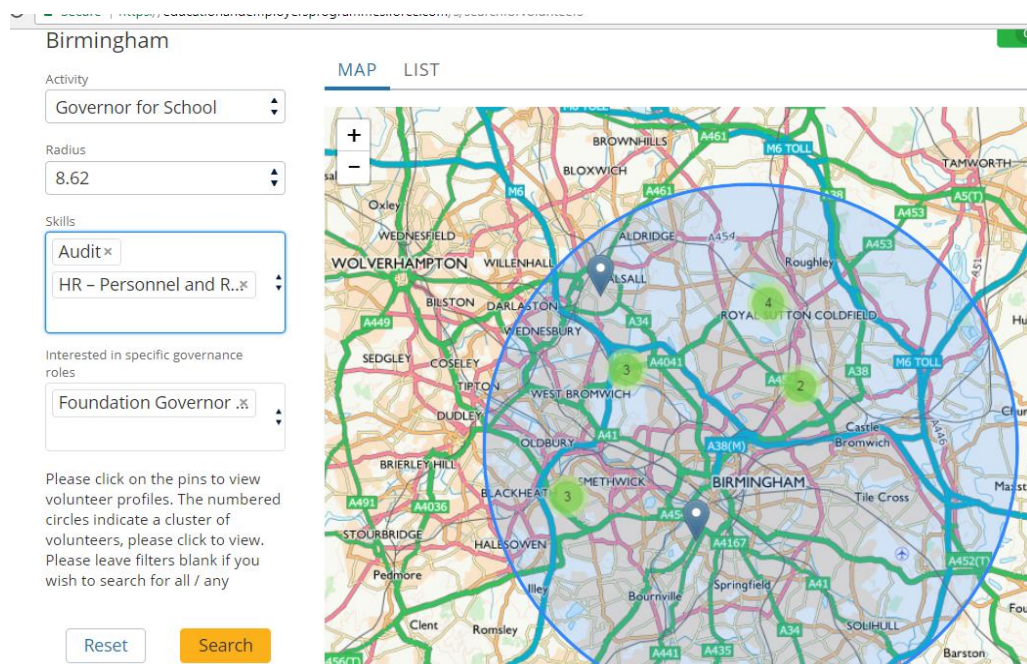
4. If a volunteer catches your eye, you can click on their profile to view more information and add them to your shortlist:



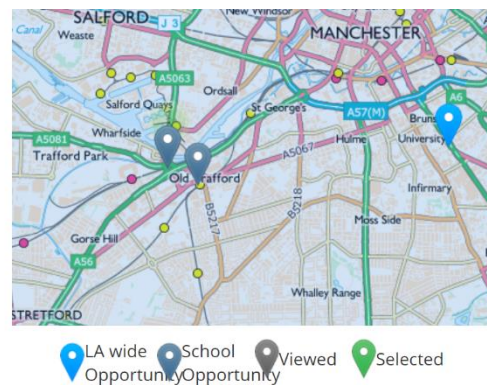
5. You can make a shortlist of volunteers and send out either individual or group invites:



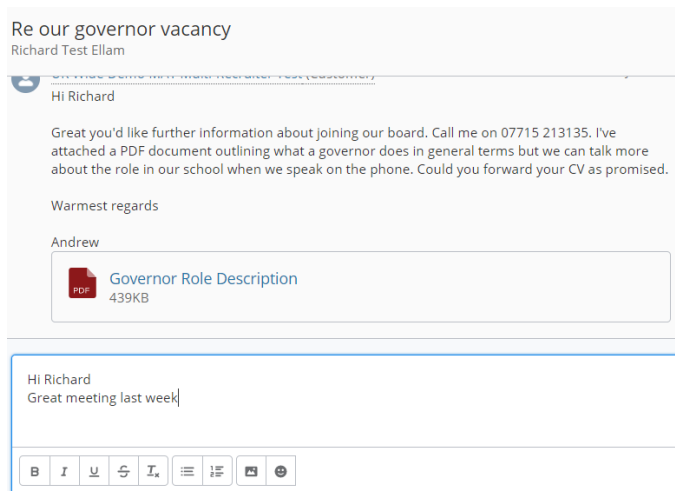
- You can filter your search by specific skills, those looking to become foundation governors or those with aspirations to become a future chair:



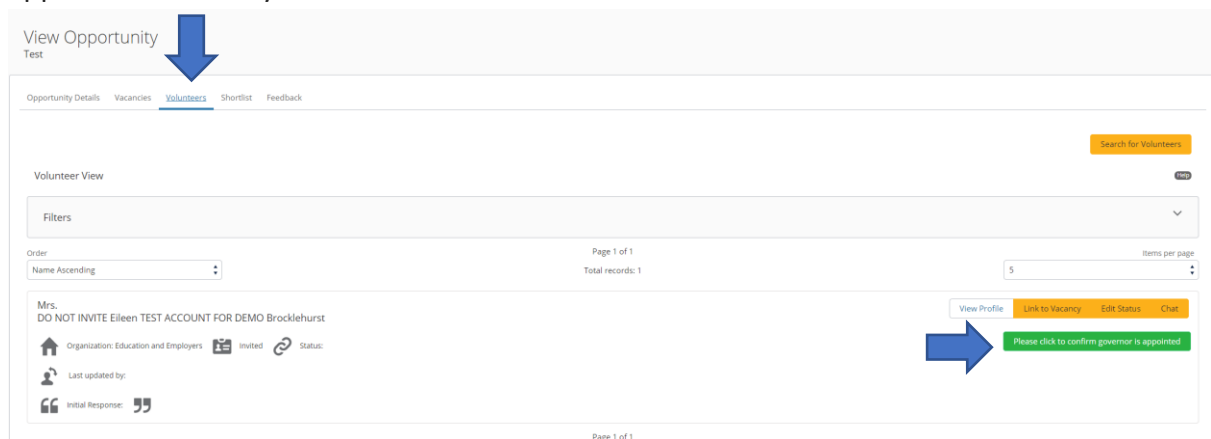
- Increase your chances of recruiting by keeping your governor vacancies public. This way volunteers can contact you directly through the platform and express an interest in your role.



- 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.



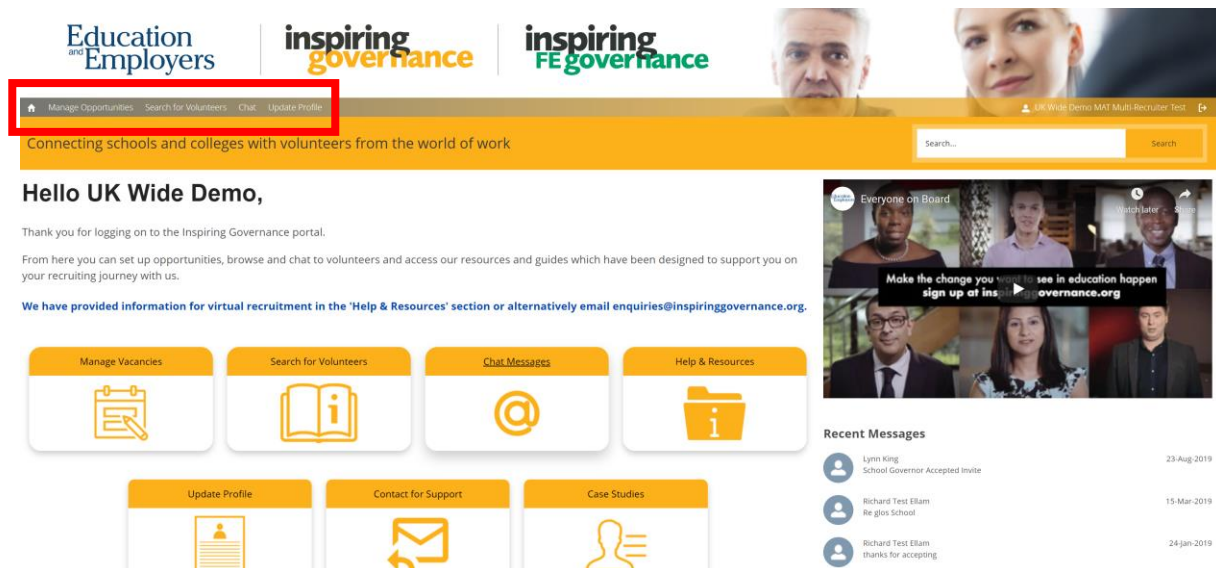
- Once they are appointed please let us know as soon as possible by emailing enquiries@inspiringgovernance.org or 020 7566 4880. Alternatively, you can go to your opportunity, select the volunteers tab and then the green click to confirm governor is appointed button by the volunteer's name.



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 tabs across the top or the buttons you can select the pages to:

- Create your vacancies, search for 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**.
- View messages from volunteers, including seeing your most recently received messages to the right of the screen.
- Manage and **update profile** account details.

Use the additional buttons to:

- Access **help and resources**.
- Send a message to our Enquiries team.
- View case studies of volunteers placed through our service.

ACCESSING HELP & RESOURCES

If you need any help then we have a variety of guides that you can find by clicking on our **Help & Resources** button. This will take you to the screen below where you can select written or video guides on using Inspiring Governance plus links to useful resources and our blogs from volunteers.

Some extra tips on using the platform

The guides below are designed to help you navigate your way around the Inspiring Governance portal. Find out how best to utilise the service to maximise volunteer recruitment.

Overview for Governor Recruiters	Creating, searching and inviting	Editing your profile or vacancies	Responding and using Chat

Further useful resources

These links give you access to information which may help you with recruiting volunteers.

The right people around the table - NGA	National / Regional Trust Boards	Board Succession Planning	Inspiring Governance Blogs

Some useful videos

Watch these videos for assistance in using our service.

How to create a vacancy	How to search, invite and respond to volunteers

If you need help from a member of our team select the **Contact for Support** button on the home page and complete the enquiry form.

Alternatively, you can email: enquiries@inspiringgovernance.org or call us on 020 7566 4880.

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, including your junk or spam folder.

Thank you for using our service