

Governor Recruitment User Guide

How to use respond to volunteers either by email or using the chat function



Contents:

1. Responding to volunteers page 3

2. Chat to volunteers page 6

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Responding to volunteers – What happens when an invite is accepted

- When a volunteer responds to your invite, you will receive an email like this
- You can contact the volunteer directly using the email address at the bottom of the email

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Dear Recruiter,

Fred Bloggs has indicated that they **Accepted** your invitation to Governor at **Sunny Day Primary School**.

Volunteer message:

I am very interested in this position.
I am part of the Leadership Team at Acme Ltd.
As such I have skills and experience that would suit this role.
I look forward to hearing from you.
Many thanks

Fred Bloggs

Inspiring Governance now has a new function where we share the volunteers email address with you immediately on acceptance of an invitation to aid in your communications. We recommend you contact the volunteer directly using their email address below or login to your Inspiring Governance account and use the Chat feature.

Experience has shown us that holding an initial online or telephone conversation in the first instance with an interested volunteer and responding to them quickly, is more likely to lead to an appointment.

Volunteer email: Fred.Bloggs@acme.ltd

Thank you for your involvement with Inspiring Governance

Responding to volunteers – Receiving an expression of Interest

- When a volunteer expresses interest, you will receive an email like this



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Dear Recruiter,

Fred Bloggs has expressed interest in your governor vacancy, **Governor at Sunny Day Primary School**.
To respond to this please press on one of the responses below:

[Accept](#)

[Decline](#)

Volunteer Profile:
Name: Simon des Forges Vol
Job Title: Salesforce CRM Manager
Skills, Experiences & Aptitude: IT

Next steps to take:

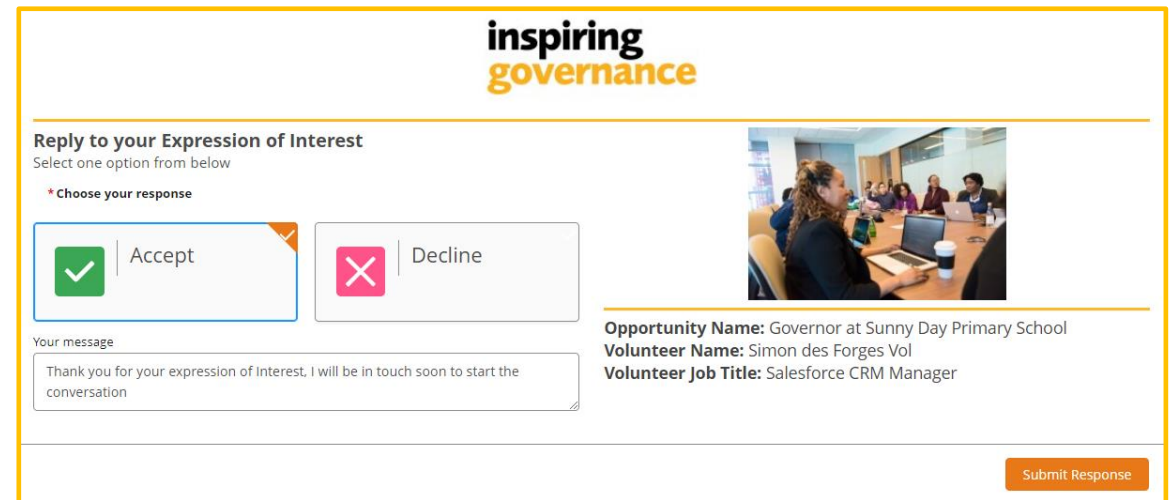
Please initiate further communication with the volunteer by following the next steps:

- [Click this link to Login](#)
- Select "Manage Opportunities" on the Home page
- Select "View and Edit"
- Scroll up near the top and Select "Volunteers"
- Select "Chat" to provide further information

Please feel free to contact the Team if you require any further support.

With Best Wishes
Inspiring Governance Service
enquiries@inspiringgovernance.org
0207 566 4880

- Clicking on 'Accept' or 'Decline' will take you to this page where you can choose your response



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Reply to your Expression of Interest

Select one option from below

* Choose your response

Accept Decline

Your message

Thank you for your expression of interest, I will be in touch soon to start the conversation

Opportunity Name: Governor at Sunny Day Primary School
Volunteer Name: Simon des Forges Vol
Volunteer Job Title: Salesforce CRM Manager

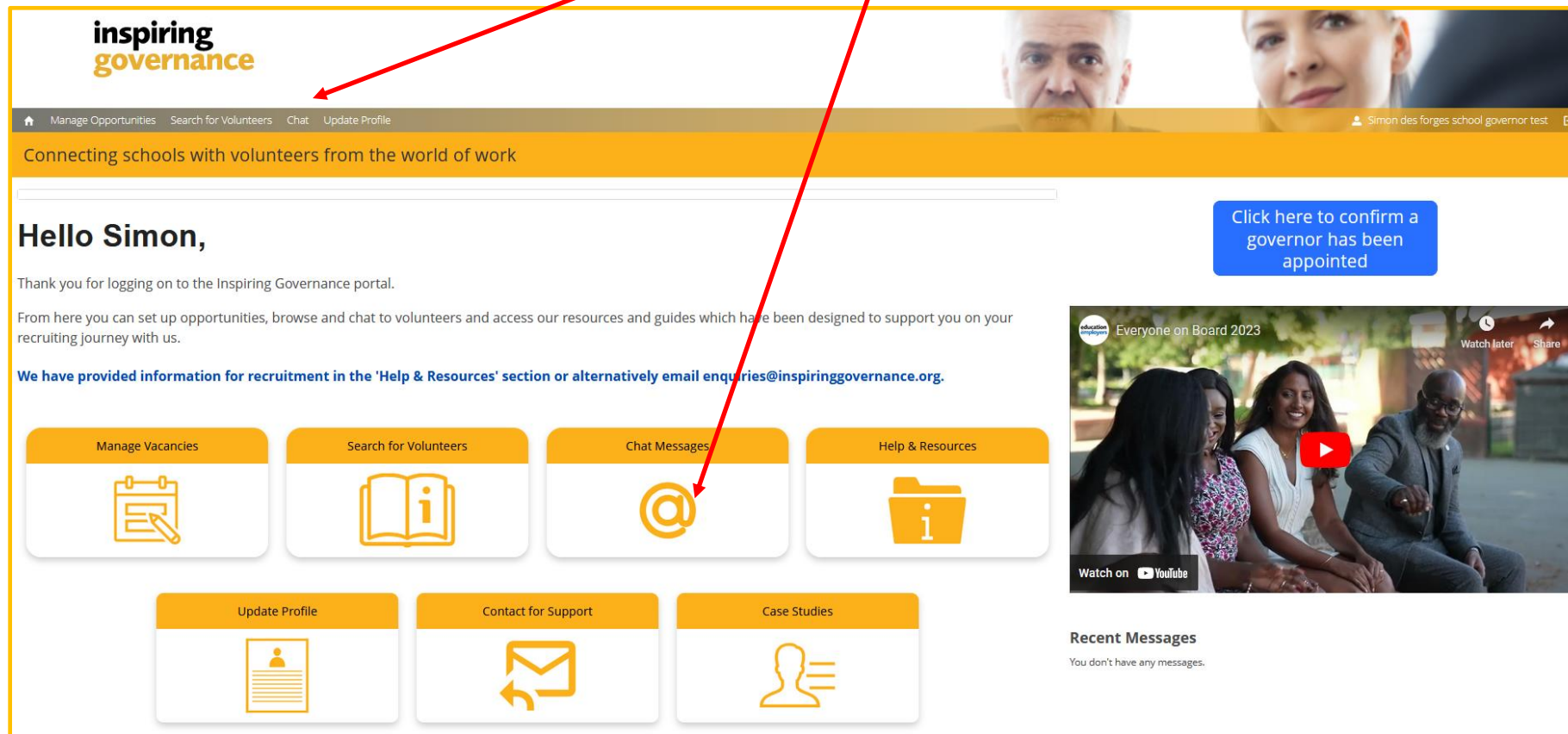
[Submit Response](#)

Messaging through the platform

If you choose not to message the volunteer directly, you can always contact them via Chat on the platform. The following pages show you how to do this.

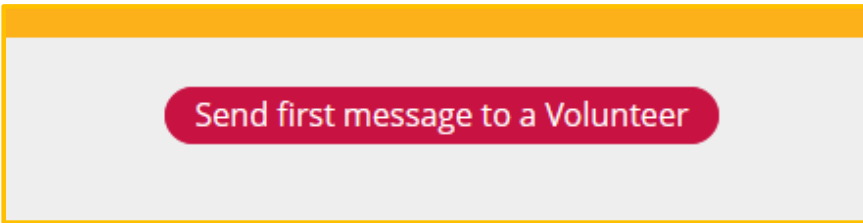
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Login to the portal and from your homepage, click on **Chat**



The screenshot shows the Inspiring Governance portal homepage. At the top left is the logo "inspiring governance". Below it is a navigation bar with links: "Manage Opportunities", "Search for Volunteers", "Chat", and "Update Profile". A red arrow points from the text above to the "Chat" link. To the right of the navigation bar is a user profile for "Simon des forges school governor test". Below the navigation bar is a yellow banner with the text "Connecting schools with volunteers from the world of work". The main content area starts with "Hello Simon," followed by a welcome message and a link to "Help & Resources". Below this is a grid of seven action buttons: "Manage Vacancies", "Search for Volunteers", "Chat Messages" (with an @ icon), "Help & Resources", "Update Profile", "Contact for Support", and "Case Studies". A red arrow points from the text above to the "Chat Messages" button. On the right side, there is a blue button that says "Click here to confirm a governor has been appointed", a video player titled "Everyone on Board 2023", and a "Recent Messages" section that says "You don't have any messages."

Click 'Send first message to a volunteer'



Choose the relevant Vacancy and volunteer

Choose the relevant vacancy below

Showing 1 of 1 item

Vacancy Name	Description
<input type="radio"/> Governor at Sunny Day Primary School	Join Us

[Next](#)

Select the volunteer you want to message

Choose from the volunteers the list below.
Please note, the most recently invited volunteers will be shown at the top

Showing 1 of 1 item

Volunteer Name	Job Title	Organisation	Invite Response	Initial message sent?
<input type="radio"/> Simon des Forges Vol	Salesforce CRM Manager	Education and Employers Charity	Accepted	No

[Previous](#) [Next](#)

Write your message and click 'Send Message'

You selected:

Write your message which you want to send to the selected volunteer below

Volunteer Name: Simon des Forges Vol
Job Title: Salesforce CRM Manager
Organisation: Education and Employers Charity

*Subject

*Message

[Previous](#) [Send Message](#)

Once you have connected, you can view any replies or send subsequent messages, you can use the inbox on the Chat page

The screenshot shows a chat window with a 'Messages' sidebar on the left and a main chat area on the right. The sidebar lists two messages: one from 'Richard Martin Elam' dated '18 Sep 2018' and another from 'Richard Elam' dated '23 Feb 2018'. The main chat area shows a conversation titled 'Governor vacancy meeting' with a message from 'Richard Elam' and a response from 'Richard Elam (Richard Elam)'. Below the chat area is a 'Write a reply ...' box with a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. A red arrow points from the 'Write a reply ...' box to the main chat area, and another red arrow points from the 'Write a reply ...' box to the toolbar. Two information icons (i) are present: one next to the 'Attach files here.' text and another next to the 'Click in the 'Write a reply...' box to see all of the functions available.' text.

Messages

Governor vacancy meeting, Richard Elam

Richard Martin Elam
Gov role
18 Sep 2018

Richard Elam
Governor vacancy meeting
23 Feb 2018

23 Feb 2018
Message started with Richard Elam

Richard Elam (Richard Elam) (Customer)
Good Morning, Thank you for accepting our invitation, we hope you can come in to school to discuss the role on Monday 12th June, at 4pm...
23 February 2018 at 10:20

Richard Elam (Richard Elam)
Hi
Happy to talk.
Richard
23 February 2018 at 12:54

Write a reply ...

Attach files here. **i**

Click in the 'Write a reply...' box to see all of the functions available. **i**

Write a reply ...

B I U S T L B U L

Reply



Any questions?

If you need help, please contact:

enquiries@inspiringgovernance.org

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