

Governor Recruitment User Guide

How to create a vacancy, browse volunteers and send invites



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inspiring
governance

Create a vacancy

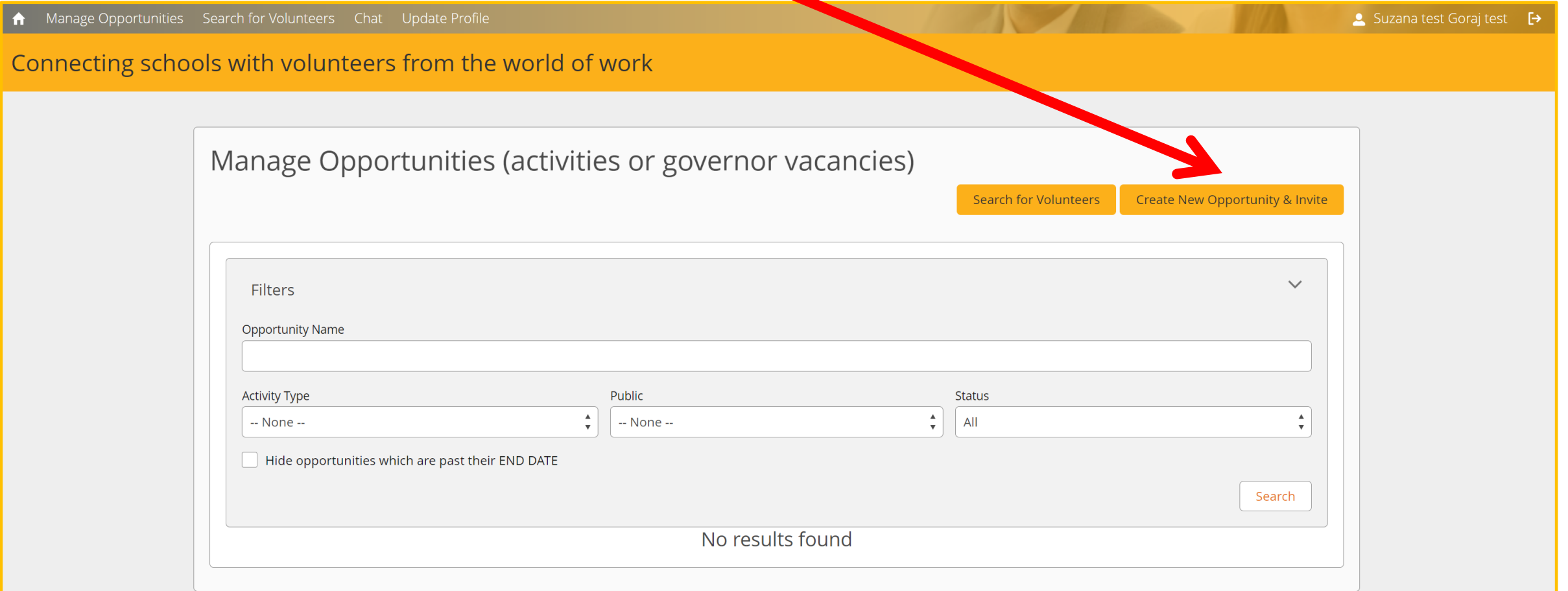
1. Click 'Manage Opportunities' to get started.

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



The screenshot shows the Inspiring Governance portal home page. At the top left, the logo "inspiring governance" is displayed with a red arrow pointing to the "Manage Opportunities" link in the navigation bar. The navigation bar also includes "Search for Volunteers", "Chat", and "Update Profile". The user's name "Suzana test Goraj test" is visible in the top right corner. Below the navigation bar, a yellow banner reads "Connecting schools with volunteers from the world of work". The main content area features a greeting "Hello Suzana test," followed by a thank-you message and a brief overview of the portal's purpose. A blue button with the text "Click here to confirm a governor has been appointed" is positioned on the right. Below the text, there are seven orange buttons with icons: "Manage Vacancies" (calendar), "Search for Volunteers" (book with 'i'), "Chat Messages" (@ symbol), "Help & Resources" (folder with 'i'), "Update Profile" (person with document), "Contact for Support" (envelope), and "Case Studies" (person with list). On the right side, there is a video player titled "Everyone on Board 2023" with a "Share" button and a "Watch on YouTube" link. Below the video player, a "Recent Messages" section states "You don't have any messages."

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



Manage Opportunities (activities or governor vacancies)

Search for Volunteers Create New Opportunity & Invite

Filters

Opportunity Name

Activity Type: -- None --

Public: -- None --

Status: All

Hide opportunities which are past their END DATE

Search

No results found

3. Fill out the details of your vacancy.

Your Governance Opportunity

Opportunity Details
Please provide the details of your opportunity below.

* Opportunity Name

* Activity

-- None --

* Number of Vacancies

Please indicate the date range within which you are looking to recruit volunteers for your opportunity.

* Recruitment period start date

* Recruitment period end date

Tick here to make public

* Please specify end date for your activity to be advertised (if you are using internet explorer please enter as yyyy-mm-dd)

Opportunity Requirements
Please select any specific requirements for this opportunity. Please leave any non-compulsory fields blank if you are looking for all / any

* Type of Governor Role(s)

Search and Select

* Prerequisites

-- None --

Skills Required

Search and Select

* Description: (Please include event timings if appropriate)

Back Save Save and Find Volunteers

A handy tip is to drag the corners that are shaded grey on any of the text boxes to expand the space to write in.

4. At the bottom of the page, click '**Save and Find Volunteers**' to go to the map.

- In the start and end dates, remember to use the format YYYY-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.

Browse volunteers



Each volunteer is indicated by a pinpoint:

Where there are a few volunteers close together you will see circles:

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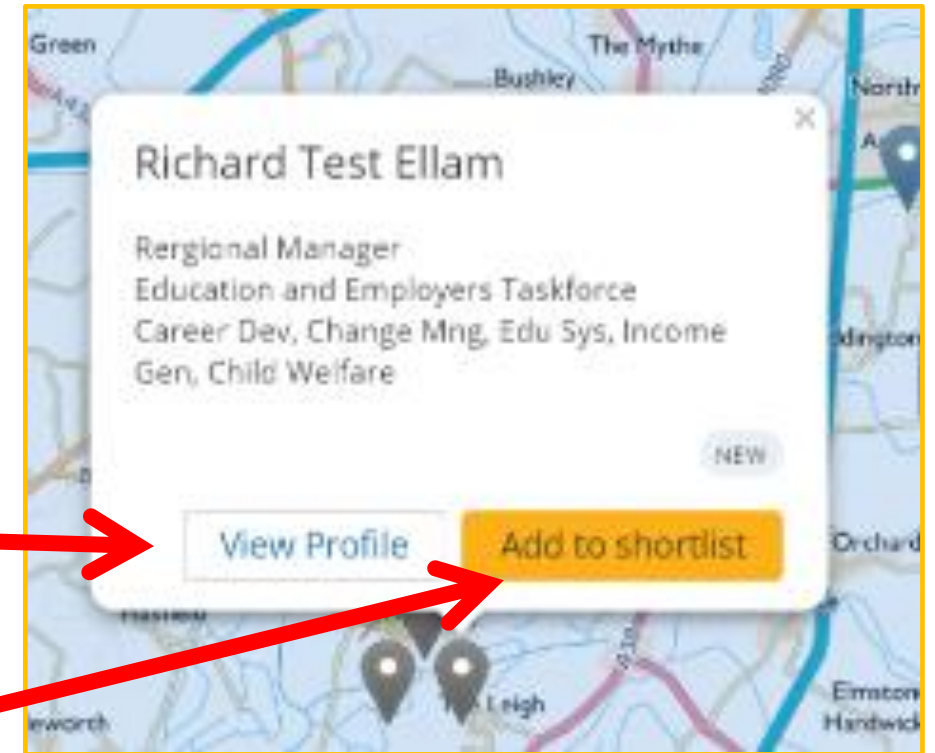
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1. Click any coloured circles or pinpoints to zoom in and see individual volunteers

The screenshot displays a web application for finding volunteers. On the left, there are several filter sections: 'Activity' with a dropdown menu set to 'Governor for School'; 'Radius' with a dropdown menu set to '3.00'; 'Optional filters below' containing 'Skills' and 'Interested in specific governance roles', both with dropdown menus set to 'Leave blank for any/all'; 'Volunteer Job Title' with an empty text input field; and 'Volunteer Name' with an empty text input field. Below these filters are 'Reset' and 'Search' buttons. The main area is a map of London with various colored pinpoints and circles. A legend at the bottom of the map identifies the symbols: a blue pin for 'Home location', a blue pin for 'Work location', a blue pin for 'Other location', a grey pin for 'Viewed', and a green pin for 'Selected'. At the top right of the map area, there are three buttons: 'Attach to Existing Opportunity', 'Create New Opportunity & Invite', and 'View Shortlist' (with a '0' next to it). At the bottom left, there is a 'Back' button. At the bottom right, there are two buttons: 'Attach to Existing Opportunity' and 'Create New Opportunity & Invite'.

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.

Gloucestershire

Activity
Governor for School

Radius
25.07

Skills
Leave blank for any/all

Interested in specific governance roles
Leave blank for any/all

Please click on the pins to view volunteer profiles. The numbered circles indicate a cluster of volunteers, please click to view. Please leave filters blank if you wish to search for all / any

Reset Search

MAP LIST

Richard Test Ellum
Regional Manager
Education and Employers Taskforce
Career Dev, Change Mng, Edu Sys, Income Gen, Child Welfare

View Profile Add to shortlist

Home location Work location Other location Viewed Selected

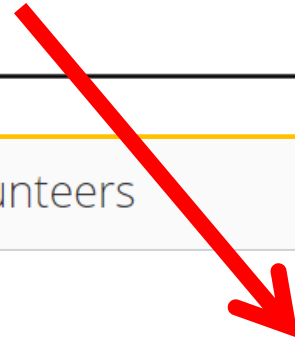
Back Create New Opportunity & Invite

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.



Search for Volunteers Help

Gloucestershire View Shortlist

Activity: Governor for School

Radius: 25.07

Skills: Leave blank for any/all

Interested in specific governance roles: Leave blank for any/all

Name: Ellam

MAP LIST

Page 1 of 1
Total records: 2

Richard Martin Ellam
Manager
Education and Employers Test
PM

View Profile Add to shortlist

Richard Test Ellam
Regional Manager
Education and Employers Taskforce
Career Dev, Change Mng, Edu Sys, Income Gen, Child Welfare

NEW

View Profile Add to shortlist

Page 1 of 1

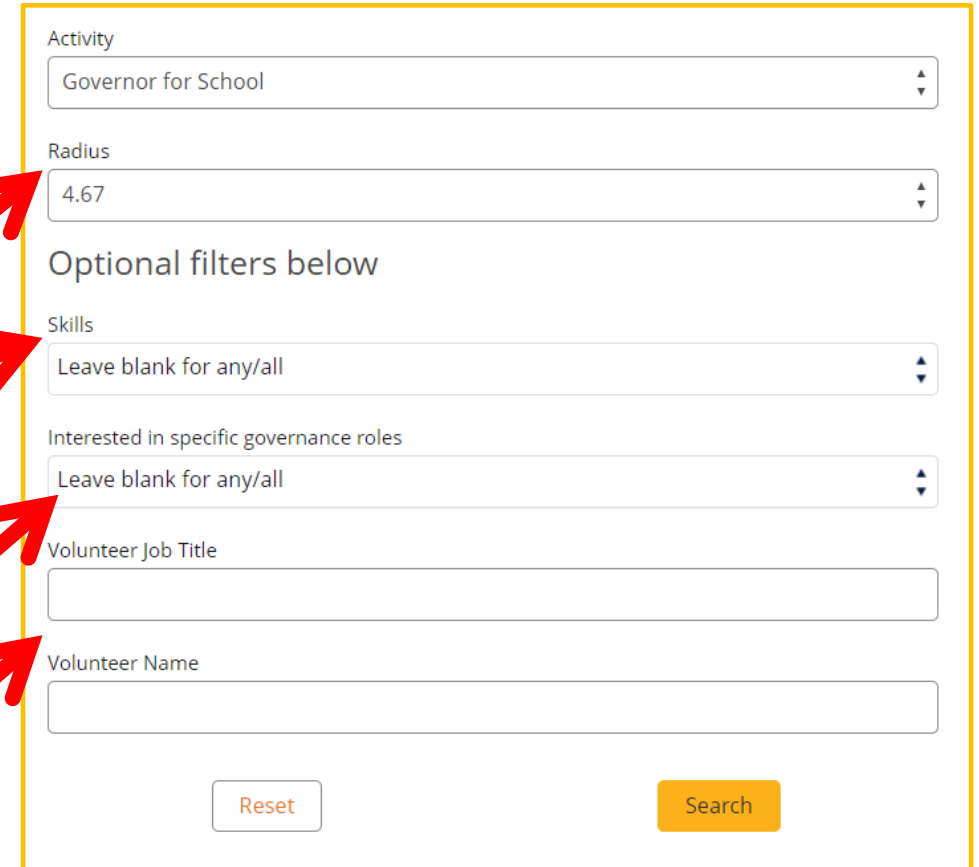
Reset Search

Back Create New Opportunity & Invite

6. Using filters.

To the left of the page, there are drop down boxes that allow you to search for volunteers according to your specific needs.

- Radius – this allows you decide how far from the area of the opportunity you would consider searching for volunteers e.g. 5 miles.
- Skills – this allows you to base your search for volunteers based on specific skills e.g. data analysis.
- Interested in specific governor roles – this allows you to filter according to the specific type of governor role that the volunteer is interested in e.g. chair of governors.
- You can also search for volunteers according to a job title or by name if there is someone you have searched before.



The screenshot shows a search filter interface with the following elements:

- Activity:** A dropdown menu with "Governor for School" selected.
- Radius:** A dropdown menu with "4.67" selected.
- Optional filters below:**
 - Skills:** A dropdown menu with "Leave blank for any/all" selected.
 - Interested in specific governance roles:** A dropdown menu with "Leave blank for any/all" selected.
 - Volunteer Job Title:** An empty text input field.
 - Volunteer Name:** An empty text input field.
- Buttons:** "Reset" and "Search" buttons at the bottom.

Four red arrows point from the text on the left to the "Radius", "Skills", "Interested in specific governance roles", and "Volunteer Job Title" fields in the interface.

Send invites

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

The screenshot displays a web interface for finding volunteers in Gloucestershire. On the left, there are filter options: Activity (Governor for School), Radius (25.07), Skills (Leave blank for any/all), and interested in specific governance roles (Leave blank for any/all). A 'Search' button is located below these filters. The main area features a map with several location pins. A red arrow points to a green pin labeled 'Selected' in the legend at the bottom. A pop-up window for 'Richard Test Ellam' is open, showing his profile and an 'Add to shortlist' button. The legend at the bottom identifies pin types: Home location, Work location, Other location, Viewed, and Selected. A 'View Shortlist' button is in the top right, and a 'Create New Opportunity & Invite' button is at the bottom right.

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

The screenshot shows the 'Review and Invite Volunteers' page on the Inspiring Governance website. At the top, there are logos for 'Education and Employers', 'inspiring governance', and 'inspiring FE governance'. Below the logos is a navigation bar with links: 'Manage Opportunities', 'Search for Volunteers', 'Messages', 'Update Profile', and 'Resources and News'. A search bar is located on the right side of the navigation bar. The main content area features a progress bar at the top, followed by the title 'Review and Invite Volunteers'. Below this, there is a card for a volunteer named 'Richard Test Ellam'. The card includes a 'View Profile' button, a 'Remove' button, and a checked checkbox labeled 'Select for invite'. Below the card, there are buttons for 'Back' and 'Invite Volunteers'. A red arrow points from the top text to the 'Invite Volunteers' button.

You can **'View Profile'** to read about the volunteer



You can **'View Profile'** to read about the volunteer



3. Fill out the **Invite Message Body**

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

A screenshot of a web form titled "IG Invite Page" with a yellow header. The form contains several fields: "Opportunity Name" (text input with "test vacancy"), "Start Date" (calendar icon with "20/02/2018"), "End Date" (calendar icon with "20/02/2018"), "Type of Governor Role(s)" (dropdown menu with "Co-opted Governor"), "Skills Required" (text input with "Search and Select"), "Invite Message Body" (text area with a sample message), and "Opportunity Description" (text input with "We seek a new governor with experience in HR or Finance"). At the bottom are "Back" and "Send" buttons. A red arrow points from the "Send" button in the screenshot to the "Send" button in the next slide's screenshot.

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.





Any questions?

If you need help, please contact:

enquiries@inspiringgovernance.org

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governance

www.inspiringgovernance.org