

# Governor Recruitment User Guide

How to edit your profile and a governor vacancy

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**inspiring**  
**governance**

# Editing your profile

1. Start by going to 'Update Profile'.

The screenshot displays the Inspiring Governance portal interface. At the top, a navigation bar includes links for 'Manage Opportunities', 'Search for Volunteers', 'Chat', and 'Update Profile'. Below this is a header with the text 'Connecting schools with volunteers from the world of work'. The main content area greets the user 'Hello Suzana test,' and provides instructions on how to use the portal. A grid of seven action buttons is visible: 'Manage Vacancies', 'Search for Volunteers', 'Chat Messages', 'Help & Resources', 'Update Profile', 'Contact for Support', and 'Case Studies'. A red arrow points from the 'Update Profile' button in the grid to the 'Update Profile' link in the top navigation bar. To the right, 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 indicating no messages are present.

## 2. Here you can update your personal and contact details, add memberships or update your password.

About you | Your Governor Vacancies

Title  
-- None --

\* First Name  
Suzana test

\* Last Name  
Goraj test

\* Email  
suzana.goraj.test@educationandemployers.org

Alternative Email Help

\* Business Phone  
1111111111

Mobile Phone

\* Job Title (or previous job title if retired)  
Clerk

Name of organisation Help  
Demo Test School - Sheffield

\* How did you hear about us?  
My employer

If other please indicate below

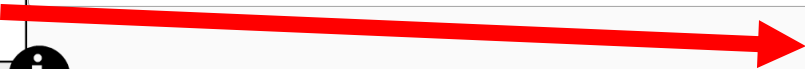
My memberships of Professional Associations / Linked Organisations / Trade Unions / Universities and other Networks. Help

Please add your membership of any of these groups here. You can remove just added (unsaved) relationships. Saved relationships can be de-activated if you are no longer a member of the network by unticking the 'Active' box, but not removed.

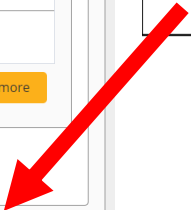
NAME OF ORGANISATION	RELATIONSHIP	ACTIVE?	OPT IN?
<input type="text" value="Search..."/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

We send regular newsletters and information about Education and Employers and our programs. Please tick this box if you wish to receive this.

Change Password is down here.



When you're done, click 'Save Changes'.



# Editing a vacancy

1. Go to the 'Manage Opportunities' tab, top left.
2. Click 'View and Edit' next to the vacancy you want to work on.

Manage Opportunities (activities or governor vacancies)

Search for Volunteers Create New Opportunity & Invite

Filters

Order: Newest First Page 1 of 2 Total records: 6 Items per page: 5


Activity Type: Governor for School Private Make Public View & Edit

Test

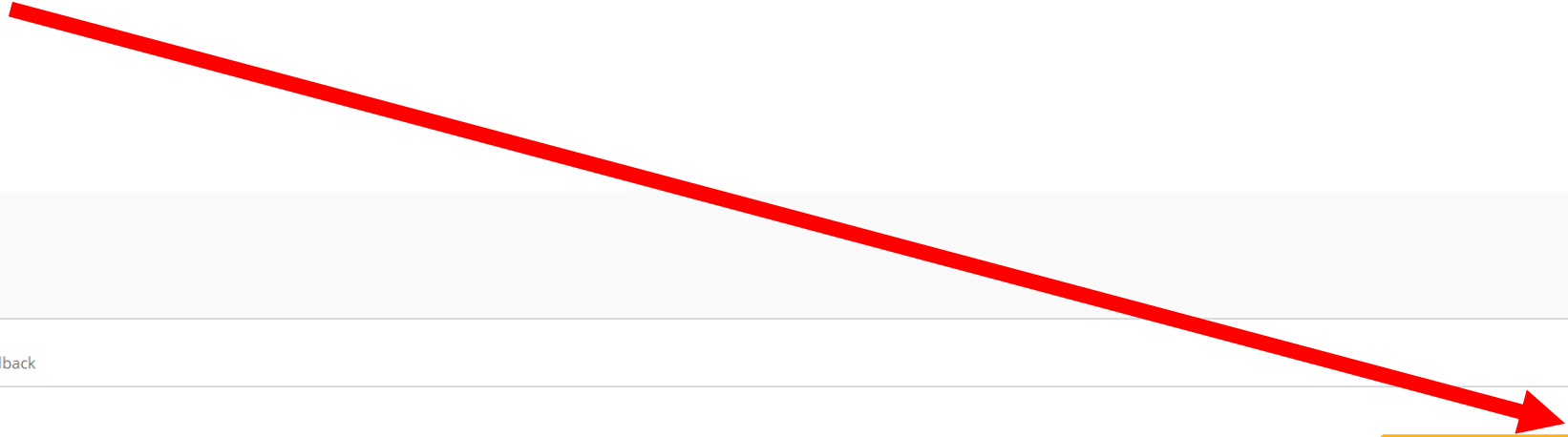
From: 17-Mar-2020 To: 31-Dec-2020 Invites: 2 Accepted: 0 Activities / Vacancies: 1 Test account for demonstration purposes

Activity Type: Governor for School Private Make Public View & Edit

Waltham Forest Test Opportunity



### 3. Click the 'Edit' button



## View Opportunity

Test

[Opportunity Details](#) [Vacancies](#) [Volunteers](#) [Shortlist](#) [Feedback](#)

[Find Volunteers](#) [Edit](#) [Cancel](#) [Clone](#)



Invited: 2



Expressed Interest: 0



Accepted: 0



More Info: 0



Declined: 1

#### Opportunity Details

In here you can provide your opportunity details, such as name, number of required volunteers and the activity type.

[Help](#)

Opportunity Name

Test

Activity Type

Governor for School

Are you recruiting on behalf of a single school/college or multiple?

Single

Local Authority

School/FE Provider - Search by name or postcode

## 4. Make changes to your opportunity details and requirements.

Your Governance Opportunity

Opportunity Details  
Please provide the details of your opportunity below.

\* Opportunity Name  
Test

\* Activity  
Governor for School

\* Are you recruiting on behalf of a single school/college or multiple?  
Single

\* Local Authority  
Wiltshire

\* School/FE Provider - Search by name or postcode  
Demo Test School - Wiltshire X

Number of Vacancies  
1

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

\* Recruitment period start date  
17-Mar-2020

\* Recruitment period end date  
31-Dec-2020

Tick here to make public

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)  
Co-opted Governor \*

\* Prerequisites  
None

Skills Required  
Search and Select

\* Description: (Please include event timings if appropriate)  
Test account for demonstration purposes

Back Save Save and Find Volunteers

- You can change the type of vacancy, type of schools, date range, skills required etc.
- You can also make your vacancy public/private. But we would strongly recommend you keep it public so volunteers can send you expressions of interest.
- You can alter the vacancy description.

When you're done, click 'Save' or, if you want to continue to find volunteers for your vacancy, select 'Save and Find Volunteers'.





# Any questions?

If you need help, please contact:

[enquiries@inspiringgovernance.org](mailto:enquiries@inspiringgovernance.org)

**inspiring**  
**governance**

[www.inspiringgovernance.org](http://www.inspiringgovernance.org)