inspiring governance

Governor Recruitment User Guide

How to edit your profile and a governor vacancy

Contents:

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Editing your profile

1. Start by going to 'Update Profile'.

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

* Business Phone
11111111111

Mobile Phone

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

Name of organisation
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.
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.
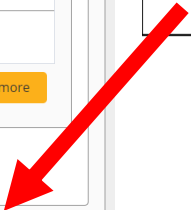
NAME OF ORGANISATION	RELATIONSHIP	ACTIVE?	OPT IN?
Search...		✓	☐

Add more

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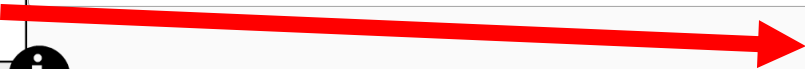
When you're done, click 'Save Changes'.

Change Password

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

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

Test

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

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

Waltham Forest Test Opportunity

3. Click the 'Edit' button
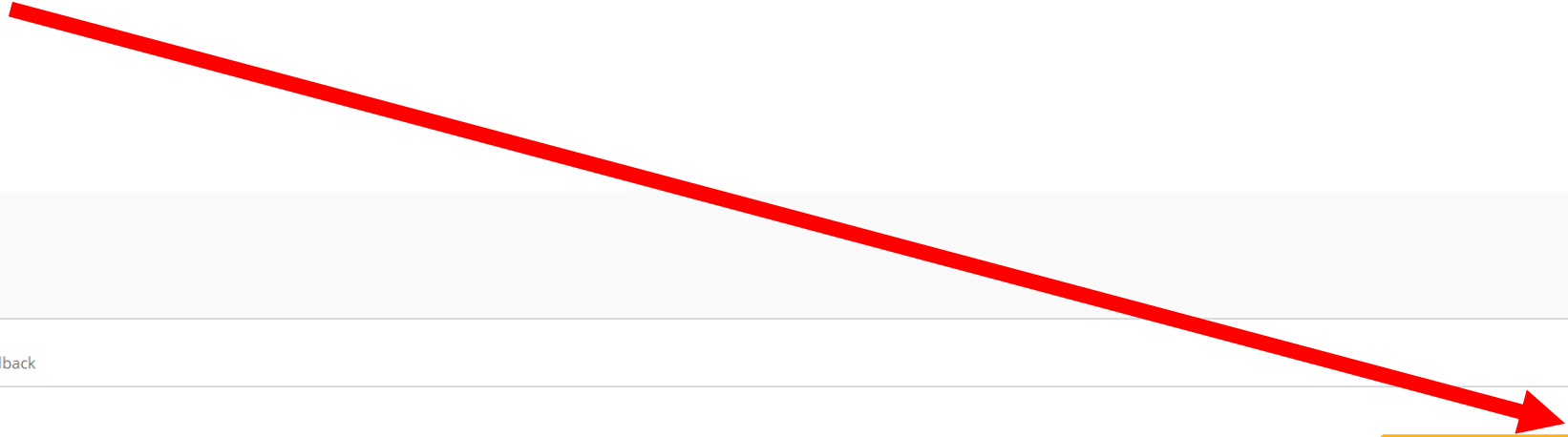
View Opportunity
Test

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
Help

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

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.

- 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

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