



School and Volunteer Recruitment Coordinator

Greater Manchester, Cheshire or Staffordshire

Location: Home-based, with potential travel across England and Wales

Hours: 35 hours per week

Salary: £23,500 pro rata

About Governors for Schools

We're a national education charity with the ambition of making sure every school has excellent governance which drives improved outcomes for all children and young people. By finding and supporting a diverse and talented network of volunteers, we ensure schools have the board-level skills and variety of perspective they need. By developing the services we offer, and expanding our work with corporate supporters, key partners and within local communities, we are supporting schools to achieve excellent governance. It is an exciting time to be part of our organisation and make a real difference in education.

We know that diversity is a strength in the workplace and that harnessing this diversity will create a workplace in which everyone feels valued, where their talents are fully utilised, and where our aims are met. We welcome applications from all suitably-qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief, or sexual orientation.

About the role

Working as part of the North team, you will be responsible for conducting efficient volunteer management and recruitment across the Midlands, Greater Manchester and Cheshire. You will build partnerships with schools and local authorities across the regions to help the organisation reach its objective of placing governors in schools.

In your role, you'll be working with a number of different stake holders.

You'll work with volunteers to:

- Support them through the school governor appointment process, from application to placement. This involves corresponding with a large volume of people within your areas of responsibility
- Promote the services of Governors for Schools
- Ensure CRM records are up to date and maintained

You'll work with schools to:

- Promote the services of Governors for Schools to schools in agreed areas

- Provide them with suitable volunteers, including recruiting volunteers for specific vacancies
- Maintain contact through the recruitment process in order to ensure timely placement of volunteers, tracking their progress on the CRM

You'll also maintain and develop relationships with appropriate Local Authority governor services departments and MAT governance professionals within your areas of responsibility in order to:

- Place Governors for Schools volunteers
- Use communication channels to promote the services of Governors for Schools
- Obtain details of governor vacancies
- Increase the efficiency of the placement process

You should apply if:

Essential

- You have experience using a CRM/ATS system
- You have excellent organisation skills and the ability to juggle a busy role interacting with different stakeholders (volunteers, schools, partners etc)
- You have good communication skills via email and phone
- You are self-motivated and target driven

Desirable

- Recruitment experience
- Knowledge of the education system
- You have experience as a school governor

Salary and benefits

- £23,500 pro rata
- Flexible full time working arrangements at 35 hours per week
- Generous holiday allowance of 25 days + bank holidays pro rata, increasing with long-term service
- Membership with HEKA, a fitness and wellness benefit
- Volunteer hours are given to carry out a governor role
- Allocated time for personal professional development
- Wellbeing hours to be taken flexibly
- Additional reward days off when team targets are met

To help us recruit and retain diverse employees, we have reviewed our recruitment process and will:

- Advertise on a range of job boards to reach a diverse pool of applicants
- Redact identifying information from applications before shortlisting
- Have different people shortlist and interview candidates
- Have set criteria by which candidates are scored against to minimise bias
- Involve all employees in the recruitment process
- Commit to training staff on Diversity and Inclusion and hold ourselves accountable to our Diversity Policy

We'll be reviewing applicants on an ongoing basis so early application is encouraged. **Applications without a cover letter will not be considered.**