

Information we need:

- Your name, full postal address (including postcode), telephone number and email address.
- Job title/occupation.

Information we need about your vacancy:

- The vacancy job title.
- The closing date (please note that we will not run vacancies beyond 1st August or advertise between July 20th and September 1st).
- We strongly recommend that you post vacancies **a minimum of 2 weeks before the closing date**. This is to ensure that potential candidates have time to view the vacancy and compile a quality application. If you are sending vacancies by email, we recommend **3 weeks** to account for the additional inputting time, especially during busy periods. Although we endeavour to satisfy short-notice requests, we cannot guarantee this.
- The number of posts available
- The hours required i.e. one off gardening job for about 4 hours, flexible but on average 4 hours a month, etc.
- It is assumed that the Employment Status of position being offered is that of Worker or Employee.
- A long description of the vacancy for the advert - this should usually include, at minimum: a short description of your organisation; an illustration of the nature of the role and its key responsibilities; some information about the sort of applicant you are looking for highlighting any specific requirements
- The location (this can be simply Exeter, or a more specific region, do not include your home address) of the job.

Salary Issues:

- We expect you to pay at least National minimum wage. Further detail on National Minimum Wage legislation can be found here: <https://www.gov.uk/browse/working/tax-minimum-wage>
- You need to post salary details, so that candidates will have reasonable expectations and can make an informed decision about whether or not to apply.
- Please note we do not advertise positions offered on a commission-only basis.
- Do not use "depending on experience" or variants as this can be regarded as age discrimination.
- We only accept unpaid or 'expenses only' vacancies from registered charities. Commercial organisations that offer unpaid positions in the UK could be putting themselves at risk of legal action. [Further details on our policy on unpaid positions.](#)

Style Guide:

- All submissions should be written in a concise and professional manner, using only objective and factual statements and claims.
- Avoid subjective language e.g. "we're a wonderful family to work with".

What we don't advertise:

- Pyramid selling schemes.
- Any opportunity that asks for an up-front payment from jobseekers.
- Positions for students to share academic material or study notes.
- Advertisements that contain premium rate telephone numbers.
- Competitions.

How we screen your vacancies

- We make reasonable effort to screen vacancies according to the guidelines listed above. However, we make no guarantee to check every vacancy or that vacancies that are checked will meet the requirements of current employment legislation.
 - All vacancies are submitted at the employer's own risk.
 - Although we normally attempt to inform employers regarding any significant changes made to their adverts, we reserve the right to remove or amend any content in the published version that we believe risk violating employment law, without notice.
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