**Advertise your opportunity with us**

If you would like to advertise an employment or voluntary opportunity on our website, please provide us with the following information and email it to admin@hampshirealc.org.uk, who will enter the vacancy onto the website on our behalf.

The information that you provide will be copied and pasted into our website form therefore please write it as you wish the prospective applicants to see it presented.

This service is free as a benefit of membership.

**Your organisation’s name**

Click or tap here to enter text.

**Title of the role**

Click or tap here to enter text.

**Is it an employed or voluntary role?**

Employed [ ]

Voluntary [ ]

**Is this a permanent or fixed term role?**

Permanent [ ]

Fixed term [ ]

If fixed term, what is the likely duration?

Click or tap here to enter text.

**Where is this role based?**

Office [ ]

Home [ ]

Both [ ]

Are there any additional relevant details about location?

Click or tap here to enter text.

**What is the salary?**

**Guidance**

For employed roles please state either an annual salary or hourly rate.

If annual salary, please state if this is the actual salary or full time equivalent (FTE).

You can give a salary range but please express as monetary figure rather than in ‘Local Government Scale Points’, as not everyone who would like to apply will be familiar with these.

Click or tap here to enter text.

**What are the hours?**

**Guidance**

Are these weekly or monthly?

Can these be worked flexibly or are they fixed or both?

Will evening/weekend working be required? If so, give details.

Click or tap here to enter text.

**Can you give prospective applicants a summary about your council and how the role fits in?**

Click or tap here to enter text.

**What will the specific duties of the role be?**

* List of the main duties in bullet points

**What essential/desirable skills/knowledge and qualifications will the ideal candidate have?**

Click or tap here to enter text.

**What will you offer the ideal candidate in return?**

**Guidance**

Can you give prospective candidates some idea of what the benefits are of the role - these may have a monetary value or not, such as experience or flexibility.

Click or tap here to enter text.

**How can the prospective applicants find out more details, such as a full role description and person specification and if you require them to complete an application form, how do they access this?**

Click or tap here to enter text.

**When is the closing date for applications?**

Click or tap here to enter text.

**How do applicants apply?**

Click or tap here to enter text.