JOB ADVERT APPLICATION FORM

Chartered Institute of Fundraising West Midlands

The **Chartered Institute of Fundraising West Midlands group** gives Third Sector organisations the opportunity to advertise relevant vacancies to our contact list of fundraising professionals across the West Midlands.

We’re encouraging everyone to ensure that their job adverts are inclusive and encourage you all to [read the CIOF blog on inclusive job adverts](https://ciof.org.uk/how-to-make-job-adverts-inclusive) before filling in this form.

**Adverts**

Adverts are featured in our monthly newsletter, which reaches 2,000 local fundraisers, and include: organisation, job title, salary, location, type of contract (full-time or part-time), the closing date, instructions on how to apply (including link to vacancy on website) and a brief description of the role (approx. 150 words).

**Advertising Fees**

A standard advert costs **£50+\***\*£50 for those with an annual turnover of £750k or less

* £50 for small charities
* £70 for Charities over £750K and Commercial
* £100 for recruitment agencies

Subsequent ads placed at the same time get a discount.

To advertise with us please complete the form on page 2 and email it to [westmidlands@institute-of-fundraising.org.uk](mailto:westmidlands@institute-of-fundraising.org.uk).

We aim to send at least one job newsletter a month, usually on the second Thursday of the month, however, we will confirm this we receive your advert/ enquiry.

Detailed Terms and Conditions are on page 3 and it is advised that you read them carefully - particularly our policies around always showing the salary, and not requiring a degree qualification.

**Application Form**Please note: All job descriptions **must** show the salary being offered and not require an unspecified degree qualification.

|  |  |  |
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| **Payment method:** (BACS / PO)  (please provide PO number) |  | |
| **Number of adverts:** | |  |
| **Income of charity:** (below or above £750k) | |  |
| **Invoice Details:** (Contact name and email, name and address of organisation) | |  |
| **Job title:** | |  |
| **Name of organisation:** | |  |
| **Contract (full-time or part-time)** | |  |
| **Salary (we always** [**show the salary**](https://showthesalary.com/)**)** | |  |
| **Location** | |  |
| **Closing date** | |  |
| **Description of role for advert  (150 words)** | |  |
| **Link to apply** | |  |
| **Reference number (if applicable)** | |  |

Terms and Conditions

All job descriptions **must** show the salary being offered and not require an unspecified degree qualification. We also ask that you ensure your adverts are [inclusive](https://ciof.org.uk/how-to-make-job-adverts-inclusive) and do not discourage people from applying.

Please visit the websites for the [Show The Salary](https://showthesalary.com/) and [#NonGraduatesWelcome](http://nongraduateswelcome.co.uk/) campaigns for more information.

Normally we will email members within a week of acceptance of your application form, but this is subject to availability, and we may advise longer notice.

It is a condition of placing job advertisements that full payment is made within 30 working days of invoicing. Once the adverts go live an invoice will be raised.

**BACS payments to Chartered Institute of Fundraising – West Midlands  
Account: 40108759   
Sort Code: 60-20-31**

We reserve the right to refuse any job advert application at our discretion and have no obligation to provide reasons for refusing. You will be deemed to have accepted our Terms and Conditions when you submit your Job Advert Application form. Your application will only have been accepted when we send you a confirmatory email. No variation of these terms or conditions shall be effective unless agreed in writing with us.

If you are an employment agency or an employment business (as defined by the Employment Agencies Act 1973 ('the Act')) it is your responsibility to ensure that any Job Advertisements you place on the Site comply with your obligations under the Act and Conduct of Employment Agencies and Employment Businesses Regulations 2003. We reserve the right to change, modify, remove or substitute without notice any information we publish (including these Terms and Conditions) so you are advised to check the current price and read the Terms and Conditions whenever you send a Job Advert Application. If you wish to cancel any Job Advert Application we, at our discretion, may charge an administration fee.

If you do not pay in accordance with these terms we may choose to rescind this Agreement and recover damages, or charge interest at the rate prescribed by the Late Payment of Commercial Debts (Interest) Act 1998 from the date payment was due until payment is made.

Nothing in these terms and conditions constitutes a partnership or agency relationship or joint venture between parties. Any agreement formed on these terms and conditions is personal to you. Nothing in these terms and conditions shall give a person who is not a party to this Agreement any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms.

If you have any queries, please contact us at [westmidlands@institute-of-fundraising.org.uk](mailto:westmidlands@institute-of-fundraising.org.uk)  
 *June 2022*