JOB ADVERT APPLICATION FORM

Insight in Fundraising Special Interest Group

The Chartered Institute of Fundraising **Insight Special Interest Group** gives charities and organisations the opportunity to advertise relevant vacancies to our contact list for a small fee. Our email list has many of the UK charity sector’s most committed Insight and Analysis professionals.

Members are interested in analysis, research and campaign selections oriented roles, but it is generally up to you to decide whether you wish to advertise with us (we do, however, reserve the right to refuse jobs if they are too far removed from our members’ interests - this is in your interest as well as ours).

Advertising a job through our service includes:

1. **An advert in our weekly email round-up (6,000+ contacts)**

*This will include your organisation’s logo, and the full job advert.*

1. **The job advertised on the Insight LinkedIn group (1,270 member base)**
2. **A headline and link to the full job advert posted on the Insight Twitter account (1,260 followers)**

**Advertising Fees**

The fee for using our service varies according to the organisation type:

* Charity price: £100
* Commercial organisations with charity clients £175 (Plus VAT)
* Recruitment agencies: £250 (Plus VAT)

|  |  |
| --- | --- |
| Confirm organisation type  |  |
| Payment method (BACS), PO (please provide PO number), cheque (see p3 for options) |  |

To advertise with us please complete the form on page 2 and email it to insight@institute-of-fundraising.org.uk. To ensure your advert will be included in the weekly Monday email the completed form must be received by email by the end of the day Thursday. If adverts are sent on Friday, we will do our best but cannot guarantee the advert will be included.

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.

We wish you luck in acquiring the best possible candidate for the job!

**Weekly Email jobs round-up**

|  |  |
| --- | --- |
| **Job title:** |  |
| **Name of organisation:** |  |

**Full job advertisement**

|  |  |
| --- | --- |
| **Contract** |  |
| **Salary (we always show the salary)** |  |
| **Location** |  |
| **Closing Date** |  |
| **Full description of role for email****(150-word limit)** |  |
| **Full description of role for LinkedIn****(300-word limit)** |  |
| **Link to apply** |  |
| **Reference number (if applicable)** |  |
| **Organisation logo (.jpeg) attached?** |  |

Terms and Conditions

Job Adverts include:

* One email to our member base (to keep emails to a reasonable number we may send other content such as, but not limited to, other job adverts and event information).
* We can include a company logo with emails at no extra cost - please send it with your completed application form. However, we cannot include attachments in emails so you will need to include a link to your own website for application details.

All job descriptions must show the salary being offered, and must not require an unspecified degree qualification. Please visit the websites for the Show The Salary and #NonGraduatesWelcome 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. Some charities are persistent late payers which causes problems for us, so when we accept your application form we will send you a confirmatory email and ask you to confirm by return that you are able to pay within 30 working days. Once the adverts go live our treasurer will issue an invoice. Payment can be by the following methods:

* **BACS payments to ‘CIOF Insight in Fundraising’, NatWest, 40064085, 60-20-31 (*preferred method)***
* **Cheques made payable to ‘Chartered Institute of Fundraising – Insight in Fundraising SIG’**

For queries relating to payments, please contact our Treasurer at insight@institute-of-fundraising.org.uk

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 insight@institute-of-fundraising.org.uk
 *January 2021*