JOB ADVERT APPLICATION FORM

Chartered Institute of Fundraising Scotland

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

Advertising a vacancy through our service reaches over 2500 contacts.

**Adverts**

* Featured job advert (one per bulletin)
  + Includes: 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).
* Standard job advert
  + Includes: organisation, job title, salary, location, type of contract (full-time or part-time), the closing date, instructions on how to apply (link to vacancy on website) and an outline of the role (approx. 30 words).

**Advertising Fees**

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

* Featured job advert (one per bulletin) - **£175**
* Standard job advert - **£125**

To advertise with us please complete the form on page 2 and email it to [scotland@ciof.org.uk](mailto:scotland@ciof.org.uk). To ensure your advert will be included in the monthly Monday email the completed form must be received by email by 5pm on the Wednesday before. If adverts are sent on Thursday, 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.

**Application Form**

|  |  |  |
| --- | --- | --- |
| **Confirm advert type** (Featured / Standard) |  | |
| **Payment method** (BACS / PO)  (please provide PO number) |  | |
| **Job title:** | |  |
| **Name of organisation:** | |  |
| **Organisation address:** | |  |
| **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 for featured, 30 for standard)** | |  |
| **Link to apply** | |  |
| **Reference number (if applicable)** | |  |

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).

All job descriptions **must** show the salary being offered and not require an unspecified degree qualification.

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

To ensure your advert will be included in the monthly Monday email, happening on the 3rd Monday of each month, the completed form must be received by email by 5pm on the Friday before.

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, Account: 64806057 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 [Scotland@ciof.org.uk](mailto:Scotland@ciof.org.uk)  
 *January 2023*