**Placing an Advert with the Diocese**

Jobs that are available in Parishes can be advertised on the Diocesan website at no cost. In order for there to be consistency in the jobs pages on the website we ask for some standard details to be provided.

*Please return this form and supporting documentation to Jo Padmore, HR Officer:* *jo.padmore@southwell.anglican.org* *,on completion of which your vacancy will be added to the website and shown in the next available weekly communications bulletin.*

|  |  |
| --- | --- |
| Parish | *Please insert*  |
| Post Title | *Please insert FULL title* |
| Hours per week | *Please insert* |
| Salary (hourly or annual) |  |
| Contract Type | Permanent/Fixed Term\*delete as appropriate |
| Advertisement text | *Description of the role, key duties and essential requirements**Any specific working requirements/rota/evenings etc**Location and brief profile of the Parish**Intro to the role, what it is, where it is and what is being offered / benefits / “selling points” etc.*  |
| Job description/person specification  | *Please send a copy if available to Jo with this form* |
| Closing date | *Please insert date* |
| Interview date | *Please insert date* |
| How to apply | *If by Application form – please send a copy to Jo with this form**If by CV only then applicants will be directed to the Parish Contact* |
| Who to send applications to | *Provide details of the email address for applications (if different from below)* |
| For an informal conversation, please contact | *Insert name and contact number / email address* |