

9. Adding a job vacancy

Your group may have come into some funding and may want to advertise a vacancy to pay someone to fulfil a role in your organisation.

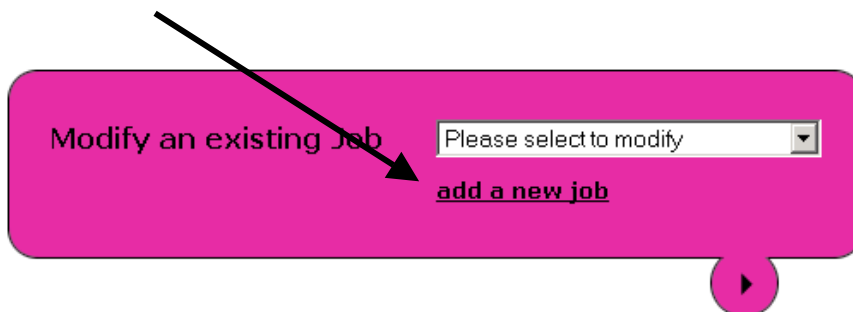
Alternatively, you may desperately need someone to volunteer to be your group's secretary for the year or for someone to mow the lawn on a voluntary basis or for a wage of tea and biscuits!

WDCO enables you to advertise for both paid and voluntary vacancies. You can include as much detail as you want and even link it to an application form on either your WDCO web pages or to an external web site if you want to.

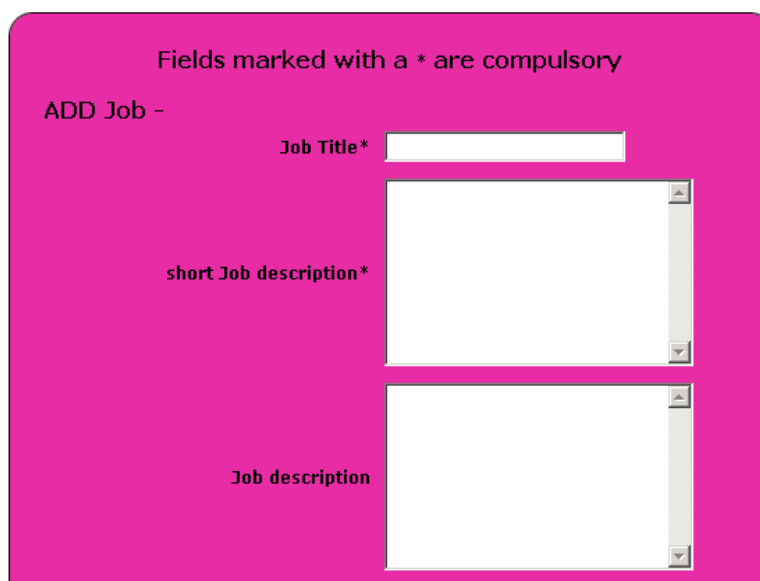
To add a job vacancy

Go to the www.wdco.org home page, click on CREATE A SITE and then enter your user ID and password

To add a job vacancy to your site, go to the *Modify an existing job* box and select add a new job.



A new template will open (see below – full template not shown).

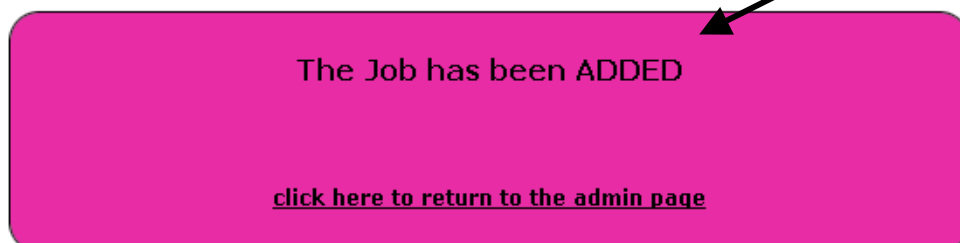
A screenshot of a web form template with a pink background. At the top, it says 'Fields marked with a * are compulsory'. Below that is the heading 'ADD Job -'. The form contains three input fields: 'Job Title*' is a single-line text box; 'short Job description*' is a multi-line text area; and 'Job description' is another multi-line text area. The asterisk is present on the first two fields.

The job vacancy template works in much the same way as other templates on WDCO.

Job Title	Title of the vacancy you want to fill
Short Job Description	Short and snappy overview of role to tempt applicants to read the full description
Job Description	More detailed information about the job. You can insert up to four paragraphs of text
Place	Choose a location where the vacancy will be based. If you find the choices too narrow then specify 'all places'
Job type	Here you can choose a broad job type to categorise your vacancy. Choose from 'Consultant', 'Manual', 'Office', 'Professional', 'Voluntary Work' or 'Other'. If unsure choose 'Other'.
Job sub type	Here you can be more specific about the vacancy. Choose from 'Accounts', 'Clerical', 'Manual', 'Programming' or 'Other'. If unsure choose 'Other'
Salary	Enter your salary here. If the position is voluntary you may want to reiterate this here. You can leave this option blank.
Salary comment	If you want to add any additional comments regarding salary then enter some text here.
Hours	State the hours you would like the successful candidate to work. Eg: Monday to Friday 9am - 5pm, Saturday mornings etc.
Display job	Click in this box to display the job straight away. You may want to leave it blank if you want to go back to the vacancy to fill in additional information before it goes 'live'.
Permanent	Click in this box if it is a permanent vacancy
Temporary	Click in this box if it is a temporary vacancy
Contract	Click in this box if it is a contracted vacancy
Part time	Click in this box if it is a part-time post

Bullet points (up to 8)	Use these bullet points to emphasis certain aspects of the post or to highlight particular attributes you'd like the successful candidate to possess.
Display Event until	Event means job. You can specify a date using the drop down arrows if desired. The listing automatically defaults to 4 weeks if you don't specify a date.
Company Name	Put the name of your community group here.
Contact Name	Enter a contact name here.
Telephone Number	Enter the telephone number for the contact name here. Up to 18 characters.
Fax number	Enter the fax number here. Up to 18 characters.
Email	Enter a contact email here.
Company web address	Enter your community group web address here. This can either be a link to an external website or a link to your WDCO website – very useful if you have application forms and more information available on your site.
Company logo	Add a logo/image/photo here that represents your community group. If you have an image you want to add click on the <i>browse</i> button. You will be asked to look for the picture on your computer. Once you have located the image file you want to use simply double click on it to tell WDCO where you want it to be added

Once you have added all the information to the template click on the arrow at the bottom of the page. The following message will be displayed:



Amending your Job Advert

There may be a point that you need to amend the information on your job advert eg: the closing date may have been extended or it may be that you fill your job vacancy straight away and you want to remove the job from the website completely.

To amend your job advert:

Go to the www.wdco.org home page, click on CREATE A SITE and then enter your user ID and password.

To modify a job vacancy to your site, go to the *Modify an existing job* box and click on the drop down arrow to display your advertised jobs. Select the job you wish to modify by clicking on it:



Your completed template will now open.

If you have filled the vacancy or wish to remove it from the system simply go to the **Display Event until** area (see below) and enter a date **earlier than today's date**



This way the job will not appear when a WDCO user is searching for jobs – the only jobs that appear are the ones that are within a valid date range.

Once you have added all the information to the template click on the arrow at the bottom of the page. The following message will be displayed:

