



# Safer staff and volunteers – recruitment, induction and supervision

## Writing a job advertisement

### Guidance

1. The point of the advertisement is to begin the process of finding the best person for the job. Central to this is persuading potential high quality candidates of the benefits of working for your organisation.

The advertisement is also a chance to put off people whom you do not want to apply, such as those who could present a risk to children. It needs to be based on the person specification and job description, and should include the following information:

- the name of the organisation and logo
- the name of post you are wanting to fill
- where the job is based
- the salary and hours for the post
- whether it is temporary or permanent
- a few words about what the job involves
- a few words about your organisation, including your commitment to keeping children and young people safe
- a few words about the kind of person you are looking for
- anything else you are offering as part of the terms and conditions of the post, eg annual leave, training etc
- how applicants apply (contact name and details, email address etc)
- closing date for applications and proposed date for interview.

If the post requires a CRB check, make this clear in the advertisement and say that asking for the CRB check is part of the organisation's commitment to safeguarding children and young people.

2. Think about the best options for placing your advertisement. It could be anything from a small, local advertisement distributed through your email networks, your own website (if you have one) or job centre boards, or displayed in local community venues to something on a larger scale – using internet advertising boards, the national press and/or specialist or trade publications. Obviously your budget and the type of post will influence your choice, but you also need to think about the impact of your choice on the range of people who will see the advertisement.
3. Try to keep your advertisement short and succinct. It needs to be no longer than three to five sentences.

## Example advertisement

**Newtown Young Carers' Service**  
**Project worker, Charlie Blake House, Newtown**

**£xxxxx – £xxxxx pro rata**  
**22 hours per week**  
**Permanent position**

Looking for a new opportunity to use your skills working with young people and their families?

We at Newtown Young Carers' Service offer a responsive range of services, tailored to the needs of the families we support. We keep our focus on the safety and welfare of children and young people.

We are looking for a skilled and effective communicator who is committed to working creatively with young carers and their families.

In exchange we offer a supportive team environment, excellent training opportunities and a generous annual leave allowance.

If you think we could be your next move, contact us for an application pack by emailing us on xxxx@xxxxx.org.uk or by telephoning xxxxx xxxxxxxxx.

Closing date: 15 November 201x. Interviews to be held on 3 December 201x

As part of our commitment to safeguarding children and young people, appointment to the post will be subject to a satisfactory enhanced disclosure via the Criminal Records Bureau.