

## How to Advertise Your Role

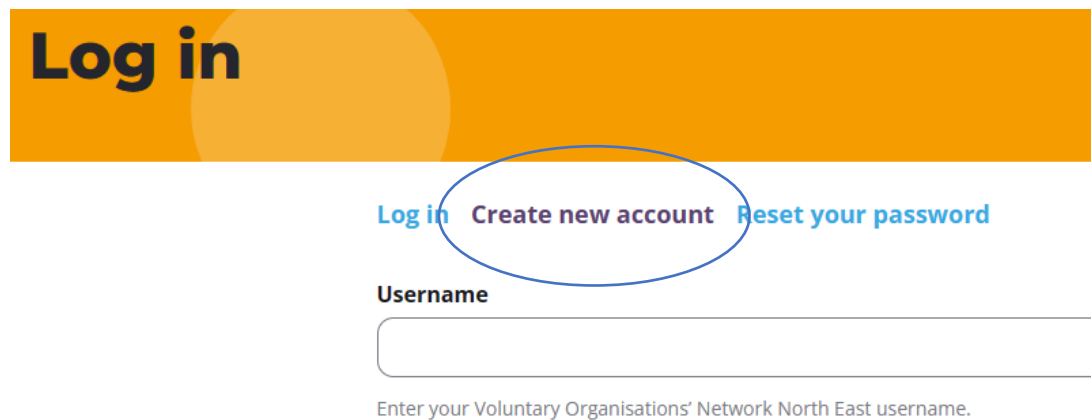
To advertise a vacancy with us, your role will need to be based in the North East VCSE and meet the National Minimum Wage requirements.

You don't need to be a member with us to advertise, but our members can access exclusive benefits- including discounted rates on job adverts.

You will need to have a user account set up on our website to be able to advertise your role. If you don't already have one, it's quick and easy to set up- go to [www.vonne.org.uk](http://www.vonne.org.uk) and click Log In at the top of the page.



On the next page, select Create new account.



Complete the short form on the next page, and if your employer is already a member, the system should automatically link your user account to your membership record.

## Create new account

[Log in](#) [Reset your password](#)

**Email address**

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

**Username**

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

**Password**

Password strength:

**Confirm password**

Passwords match:

Provide a password for the new account in both fields.

### About you

Please fill out this section to the best of your knowledge. If your organisation is already a member of VONNE, our system will try to automatically match you using the information you enter.

If you are setting up a new account as part of creating a job on the website, please review the discount and VAT on the checkout screen and get in touch with us if it is incorrect.

First Name \*

Last Name \*

Position \*

Current Employer \*

[Create new account](#)

Once you have registered an account and logged in, you will need to check if your organisation has any job adverts available (already paid for). These will appear when you click the the **Manage Job Adverts** option on your user dashboard.

## Job Adverts

Manage Your Job Adverts →

Read more about job advertising →

If you do not have any pre-paid adverts available, your membership status and the cost of each advert will appear as per the screen below. If you have Membership+ with us, the current fee will be £60+VAT if applicable. The non-member price is £140+VAT. Please check you are being charged the correct rate before proceeding and get in touch with us if this is incorrect on **0191 233 2000** or email [vonne@vonne.org.uk](mailto:vonne@vonne.org.uk).

## Manage Job Adverts

Your organisation is a member of Vonne. The cost for each Job advert is £60

Your VAT Status is: VAT To be paid

If your organisation is VAT exempt please complete the [VAT exemption form](#)

Add A New Trustee Role Advert

Add A New Employee Advert

Return To The Dashboard →

Choose from the options to add a New Trustee Role Advert or New Employee Advert, completing the short form with your vacancy details.

Cost \* ● Advert cost - £ 60.00

Email Address \*

### Job - Employee

Organisation Name \*

Title \*

Description

Application deadline \*  

Website for applying for job

Salary

Salary Type \*



Salary is



Salary scale for search \*



Contract Type \*



Location (jobs)



Based \*



Role description \*



Based \*



Role description \*



Hours



Attachment 1  No file chosen

Attachment 2  No file chosen

Logo  No file chosen

### Payment Options

Payment Method  Debit/Credit Card  Send me an invoice- £10.00 admin fee will be added.

Follow the on-screen instructions to pay by debit/card, or select Send me an invoice. Please note that there is an additional £10 administration fee charged for raising an invoice.

Once you have completed your payment and saved your advert, it goes live on our website immediately.

If you have any pre-paid adverts available to use, these will appear as per the image below and you can click the **Advertise a role** button to take you to the online form to complete.

## Manage Job Adverts

[Return To The Dashboard](#)



You have **1 job adverts available.**

[Advertise a role +](#)

Your organisation is a member of Vonne. The cost for each Job advert is £60

Your VAT Status is: No VAT To be paid

[Add A New Trustee Role Advert](#)

[Add A New Employee Advert](#)

You can log in to your user account and edit your advert at any time during the listing period by clicking **Manage Job Adverts** on your user dashboard.