

Advertising a Vacancy, Volunteering Opportunity

(October 2017)

Careers Team

By registering with MyJobsandPlacements the LJMU Vacancy Website you agree to our Terms and Conditions. (PDF will be attached)

The Vacancy Service will only act as a facilitator of vacancy information between the employer and student/graduates seeking employment.

The Vacancy Service reserves the right not to advertise vacancies it considers unsuitable for students and graduates, and to refuse to advertise further vacancies from any company which breaches this code.

Liverpool John Moores University shall bear no liability for loss, damage or delay howsoever arising in the performance of these services and in particular caused by circumstances beyond its control (of whatsoever kind).

All vacancies will be checked by a Careers Team member before being made live on the database.

Access the LJMU Vacancy Website

What can you advertise?

Following are the accepted forms of vacancies/opportunities that can be advertised:

- **Graduate vacancies and training schemes** – paid work to be undertaken after a student has graduated.
- **Sandwich/Industrial placements (Internships)** –paid, assessed work for current students to undertake, usually for 12 months as part of a student's course of study.
- **Vacation work** - full or part time paid work to be undertaken in the University's vacation periods.
- **Part-time work** – paid work that students can undertake around their academic studies. During term time we will not accept job vacancies that exceed 15 hours per week, as students' academic commitments will always be a first priority.
- **Volunteering projects** - with a registered charity or not-for-profit organisation (who invest back into the community).
- **Short term placements (Internships)/project work** – for current students to undertake as part of their course of study. This can be unpaid if students are being assessed and gaining academic credit for the placement/piece of work. More information about this can be found at Working with LJMU Students or contact the Employer Engagement Team at employerengagement@ljmu.ac.uk

Government policies and legislation

- The employer must make clear the nature of the work offered and specify any necessary skills required, the proposed wages and other terms. The employer must also ensure that the information provided is true, accurate and lawful before the vacancy is submitted.
- The employer shall satisfy himself or herself as to the suitability of any student or graduate employee and shall be responsible for taking up any references provided by the employee before the commencement of any employment.
- It is the duty of the employer to meet all statutory legal requirements with regard to employing students and graduates. In particular the employer is reminded of the following:
 - a. Payment of the national minimum wage <https://www.gov.uk/national-minimum-wage-rates>
 - b. Working time directive legislation including holiday entitlement
 - c. Payment of National Insurance contributions and Tax
 - d. Adherence to health and safety regulations and provision of valid and up-to-date Employers Liability and Public Liability Insurance.
 - e. Compliance with legislation against discrimination in employment on the basis of disability, ethnic origin, gender, age etc
 - f. Compliance with Employment Law regarding the supplying of a Statement of Employment Particulars or a Contract of Employment
 - g. International students compliance with the Asylum & Immigration Act [UK Border Agency website](#)

For information and guidance on employing people please go to GOV.UK website by following this link: <https://www.gov.uk/browse/employing-people>

Recruitment Agencies

- Unless a recruitment agency is advertising for jobs in their own company (in which case they will be dealt with like any other employer) advertisements from recruitment agencies will ONLY be accepted if they reveal, on the job advertisement, the name and location of the company they are recruiting for. Alternatively, we can include a link to your agency on our website. Please contact the Employer Engagement Team at employerengagement@ljmu.ac.uk if you would like to be added to this list.

Unpaid vacancies

- All vacancies advertised on our vacancy page must meet the national minimum wage requirement. <https://www.gov.uk/national-minimum-wage-rates>
- Charities and not-for-profit organisations (who reinvest back into the community) can advertise voluntary work opportunities.
- If you have unpaid opportunities, there may be an opportunity to advertise these to students who have to undertake a placement/internship as part of their course. To find out more information about this please email employerengagement@ljmu.ac.uk with information about

the opportunity that you have, and the team will endeavour to find a place for it in the curriculum under The World of Work Programme.

Please see this link for a guide to employment status.

<https://www.gov.uk/employment-status>

Please see following link for Employment Rights and Pay for Internships.

<https://www.gov.uk/employment-rights-for-interns>

Reasons why vacancies will not be advertised

LJMU aims to advertise all vacancies it receives efficiently, accurately and lawfully. However, in its duty of care to students/graduates and with the need to abide by current legislation, LJMU is under no obligation to process or promote information or vacancies supplied by employers / organisations that are in any way unsuitable.

LJMU will refuse to provide services if discrimination or unsuitability is identified.

Discrimination

LJMU has a duty to prevent any information, vacancies or working practices that are discriminatory (under current legislation) from being promoted to students and graduates. This includes information, vacancies or working practices that contravene current equal opportunities and employment legislation (that relates to disability, sex, race, religion & belief, sexual orientation, age).

Suitability

There are types of information, vacancies and working practices which are not covered by current legislation but have been identified by LJMU as being unsuitable for promotion to students and graduates. These Guidelines identify key areas of unsuitability. Not all eventualities can be covered and each case should be considered individually.

Types of information, vacancies and working practices that will NOT be promoted include:

- Vacancies offered by a sole trader – unless covered by Employers' Liability Insurance
- Employment opportunities where the main place of work is a residential address
- Commission-only vacancies
- Employers that require applicants to disclose personal bank / building society details before being appointed.
- Vacancies that require employees to use their own personal bank account to carry out the duties of the job.

- Vacancies offering less than the National Minimum Wage (except for voluntary opportunities with a registered charity, not-for-profit organisation, or community group)
- Vacancies that require applicants to make an unreasonable financial payment.
- Vacancies that may represent a Health & Safety risk (outside current legislation).
E.g. drug/medical trials
- Vacancies that may undermine the University image.
- Employers / Vacancies which conflict with LJMU working practices.
- Employers which cannot be verified as legitimate businesses.

The above list does not cover all eventualities and other areas of unsuitability may become recognised.

Tips and Advice on using the vacancy site

To get the best out of the system to advertise your vacancy;

- The more information you can provide about your organisation and the job vacancy the better.
- If you attach a logo to the organisation description this will appear on all vacancies you advertise
- You only have to complete Organisation details once.
- When you have completed all the relevant information for your organisation, make sure that you select Publish, otherwise details of your company cannot be viewed by job seekers.
- If you edit organisation details again ensure you select Publish or Update.
- When you have completed all the relevant information for the vacancy, make sure that you select Publish, otherwise the vacancy cannot be approved by LJMU staff to go live for job seekers to view.
- If you edit vacancy details again ensure you select Publish or Update
- Specify clearly in How To Apply section how you want to receive applications.

Term Definitions

- **Publish (Organisation)** – this allows organisation details to be viewed by job seekers
- **Publish (Vacancy)** – this allows the vacancy details to be viewed by LJMU staff who will approve the content, so that it goes live for job seekers to view. If not published, the vacancy will not be visible.
- **Person Requirements** – academic requirements, character, work-related experience and other skills such as written and verbal communication.
- **Graduate Vacancy** - where a degree or equivalent qualification is an essential requirement for the job
- **Work Experience** – industrial 12 month placements, internships, summer placements
- **Casual/part time work** – Paid opportunities that don't require a degree qualification or students can undertake around their academic studies
- **Voluntary work** - Volunteering projects with a registered charity or not-for-profit organisation

If you need further assistance with adding your vacancy, or feel it could be of benefit to the curriculum, go to Working with LJMU Students or contact the Employer Engagement Team at employerengagement@ljmu.ac.uk.

Help and Technical Support

The Vacancy Website is hosted by Prospects on behalf of LJMU.

Q: I cannot remember my username and password

A: If you have forgotten your username or password please use the "Forgot your username/password" tools on the login page. Your details will be emailed to you.

Q: I have registered but I have not received my activation email

A: Contact Prospects directly at support@prospects.ac.uk

Q: I need to edit a current vacancy but I am unable to do so

A: Contact the Employer Engagement Team on 0151 231 8752 or employerengagement@ljmu.ac.uk

Q: My vacancy won't save as an error page keeps appearing

A: When there are upgrades, the system won't allow vacancies to be added. Please leave for an hour and try again. If the problem still persists contact Prospects directly support@prospects.ac.uk

If you have any other queries regarding the LJMU Vacancy website, the Tips & Advice section provides guidance on format, definitions, process etc of the vacancy website.