JOB ADVERT APPLICATION FORM

Chartered Institute of Fundraising – Researchers in Fundraising

The Chartered Institute of Fundraising **Researchers in Fundraising special interest group** gives charities and organisations the opportunity to advertise relevant vacancies to our contact list, featuring many of the most committed charity research professionals.

Advertising a job through our service includes

1. **An advert in our dedicated email round-up (3,800+ contacts)**
2. **The job advertised in our Researchers in Fundraising LinkedIn group (3,000+ member base)**
3. **A post and link to the full job on the @CIOFResearchers Twitter account (1,100+ followers)**

**Advertising Fees**

The fee for using our service varies according to the organisation type:

* Regular price: **£50**
* Small and medium sized organisations (<£10 million income): **£40**

If you would like to advertise for multiple jobs at once, a multi-ad discount will apply, so that each additional advert is only **£15**.

To advertise with us please complete the form on page 2 and email it to [researchers@institute-of-fundraising.org.uk](mailto:researchers@institute-of-fundraising.org.uk).

Detailed Terms and Conditions are on page 3 and it is advised that you read them carefully - particularly our policies around always showing the salary, and not requiring a degree qualification.

**Application form**

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| **Payment method** (BACS / PO)  (please provide PO number) |  | |
| **Job title:** | |  |
| **Name of organisation:** | |  |
| **Contract (full-time or part-time)** | |  |
| **Salary (we always** [**show the salary**](https://showthesalary.com/)**)** | |  |
| **Location** | |  |
| **Closing date** | |  |
| **Description of role for advert  (150 words)** | |  |
| **Link to apply** | |  |
| **Reference number (if applicable)** | |  |

Terms and Conditions

Job Adverts include one email to our member base (to keep emails to a reasonable number we may send other content such as, but not limited to, other job adverts and event information).

All job descriptions **must** show the salary being offered and not require an unspecified degree qualification.

Please visit the websites for the [Show The Salary](https://showthesalary.com/) and [#NonGraduatesWelcome](http://nongraduateswelcome.co.uk/) campaigns for more information.

Normally we will email members within a week of acceptance of your application form, but this is subject to availability and we may advise longer notice.

It is a condition of placing job advertisements that full payment is made within 30 working days of invoicing. Once the adverts go live we will issue an invoice.

We reserve the right to refuse any job advert application at our discretion and have no obligation to provide reasons for refusing. You will be deemed to have accepted our Terms and Conditions when you submit your Job Advert Application form. Your application will only have been accepted when we send you a confirmatory email. No variation of these terms or conditions shall be effective unless agreed in writing with us.

If you are an employment agency or an employment business (as defined by the Employment Agencies Act 1973 ('the Act')) it is your responsibility to ensure that any Job Advertisements you place on the Site comply with your obligations under the Act and Conduct of Employment Agencies and Employment Businesses Regulations 2003. We reserve the right to change, modify, remove or substitute without notice any information we publish (including these Terms and Conditions) so you are advised to check the current price and read the Terms and Conditions whenever you send a Job Advert Application. If you wish to cancel any Job Advert Application we, at our discretion, may charge an administration fee.

If you do not pay in accordance with these terms we may choose to rescind this Agreement and recover damages, or charge interest at the rate prescribed by the Late Payment of Commercial Debts (Interest) Act 1998 from the date payment was due until payment is made.

Nothing in these terms and conditions constitutes a partnership or agency relationship or joint venture between parties. Any agreement formed on these terms and conditions is personal to you. Nothing in these terms and conditions shall give a person who is not a party to this Agreement any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms.

If you have any queries, please contact us at [researchers@institute-of-fundraising.org.uk](mailto:researchers@institute-of-fundraising.org.uk)  
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