

## Thank you for your interest in advertising your vacancy with London South Bank University

We provide a free, easy to use portal for employers to advertise their vacancies for employment, placement and voluntary opportunities to students and graduates of London South Bank University (LSBU)

To advertise on the portal, please follow the link and guidance notes below:

### Advertising Paid Vacancies:

All vacancies advertised on the portal are checked by a member of the Employability Team before going live to students.

When composing a role description, please think carefully about the following:

- Is the advert clear about the job description and person specification?
- Are information on duration of vacancy, if not permanent, and location details clear?
- It is **strongly advised** that alongside the asterisked requirements you **specify the closing deadline for applications** (even if you are recruiting continuously) and **specific salary information. Not providing this information will cause a delay in approving your vacancy.**
- LSBU only advertise paid placements and internships – all our placements need to be paid at the national minimum wage, but we actively promote the London Living Wage at £9.15 an hour as a minimum. We reserve the right to reject all unpaid placements.

### Volunteering Opportunities

LSBU Volunteering Programme is keen to maintain best practice in the recruitment of volunteers and in publicising opportunities. We are unable to advertise unpaid “internships”, but are happy to promote opportunities as long as they are referred to as a “volunteering opportunity”

When composing a volunteer role description, please think carefully about the following:

- Are the role description and advert clear enough that this is a voluntary position?
- Consider the conditions of the role (e.g. the hours expected, targets to be met, level of responsibility): is it reasonable to expect a volunteer to do this?
- Could any of your paperwork be understood as constituting an employment contract?
- Is the role description clear when it comes to training, reimbursement of expenses, and other benefits?

### How to Advertise:

Please follow the link below to take you to our online portal:

<http://lsbu.prospectnet.com>

From here follow the "Sign up" link. Once successfully registered, you will receive an email containing your password which you can use to log in. Simply follow the instructions on screen to add and manage your vacancies.

Please note:

- Any vacancies you add will automatically be put in to the ‘graduate job’ category. However, before being released the vacancy will come through to our team when, if necessary, we will change the category to placement/work experience or part time/casual work.
- We will contact you by email if we need to clarify details about your opportunity. If we do not receive a response from you after 5 working days the vacancy will be rejected.
- LSBU takes reasonable steps to ensure that opportunities are advertised in accordance with current UK employment legislation. We reserve the right not to publicise a vacancy which we deem at risk of breaching this legislation. UK National Minimum Wage Guidelines can be found at [www.gov.uk/national-minimum-wage](http://www.gov.uk/national-minimum-wage) and Health and Safety Guidelines can be found at [www.gov.uk/browse/employing-people/health-safety](http://www.gov.uk/browse/employing-people/health-safety).
- If you are having any technical issues logging the vacancy, please email [support@prospects.ac.uk](mailto:support@prospects.ac.uk)

**Thank you for advertising your opportunity to our students and graduates!**