**PLEASE READ**

**To give yourself the best chance of having your Vacancy featured on the LCVS website and newsletter, please follow the guidelines below:**

* If the vacancy falls outside the geographical area of Liverpool or is not VCFSE sector related, it will not be published
* If the vacancy is not a paid (or trustee) VCFSE sector role it will not be published
* If the vacancy is not in an accessible format, it will not be published.

**Please note: LCVS will always edit everything before publishing.**

*We are not able to publish every vacancy due to the sheer volume of information that is sent to us. However, sending your vacancy well in advance and in the ideal format will greatly improve your chances of it being featured.*

**Looking to submit something else?**

* [Click here for **Event Submission Guidelines**](https://www.lcvs.org.uk/submit-an-event)
* [Click here for **Training Course Submission Guidelines**](https://www.lcvs.org.uk/submit-a-training-course/)
* [Click here for **News Story Submission Guidelines**](https://www.lcvs.org.uk/submit-a-news-story/)

[**To see how vacancies will look after being published on our website,  
please click here.**](https://www.lcvs.org.uk/citizens-advice-liverpool-pals-welfare-benefits-caseworker/)

**Organisation name:**

**Job title:**

*If the post you are advertising is voluntary, please make that clear by the job title.*

**Posts available:**

*How many people are you looking to employ?*

**Contract:**

*Permanent or Temporary?*

**Term:**

*Full-Time or Part-Time?*

**Salary:**

*If the exact figure is not yet confirmed, you can include a salary scale instead.*

**Hours per week:**

**Reporting to:**

**Location:**

**Employer Bio**

*A* ***short introduction*** *to your organisation.*

Please write here.

**Job Summary**

*Please limit this to* ***a paragraph or two. Remember that this is just a summary of the job role.*** *You can display your entire job description via the link to your vacancy in the next section.*

Please write here.

**Link to read the full job description and to apply**

*If you haven't provided/got a link, please give your contact details in the next section so that potential applicants can contact you for full job details.*

Paste the URL here.

**Deadline:**

*If there is no closing date, please put "No formal closing date”,* ***do not leave it blank****.*

**Interviews:**

*When will interviews for the role take place?*

**Public Contact Details:** Email or Number (or both)

*This is so applicants can contact you to talk about the vacancy and your organisation in greater detail.* ***This will be displayed publicly.***

**Website**

*Leave blank if you haven’t got one.*

Paste the URL here.