All jobs posted with Natspec will be added to our [Situations Vacant page](https://natspec.org.uk/category/jobs/) until your required closing date. We aim to have jobs live within 3 working days. They will also be tweeted from the [Natspec Twitter account](https://twitter.com/Natspec).

Job adverts cost **£60+vat** and an invoice will be sent to you shortly after submitting this proforma. For this one cost, you can renew your advert as required but any new adverts will incur another fee.

If you agree to the above, please complete our form and send back to [info@natspec.org.uk](mailto:info@natspec.org.uk)

Please do not send any documentation to us other than this form. These will be disregarded.

**Please note:** if your organisation is entitled to a VAT exemption, or you require a PO on your invoice, you must let us know in your return email.

|  |  |
| --- | --- |
| **Job title** |  |
| **Salary** |  |
| **Hours or Full-time/part-time** |  |
| **Main geographical location of role** |  |
| **Closing date** (if no specific date has been applied, please give us a date for review) |  |
| **Where do applicants need to apply** (specific webpage or email address please) |  |

**Please add summary job advert text below**

Don’t worry if this repeats some of the information above but this should **not** be the full job description. We unfortunately can’t accept tables in the below and receiving a list of all person specs/responsibilities is often too long for an effective job posting. We recommend a summary advert text with a link to where further information can be found.

**We recommend a summary advert text with a link to where further information can be found.**