

Guide to working with w4mpjobs – revised and updated April 2019

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The whole of this guide is concerned with the jobs admin pages on w4mpjobs: <http://www.w4mpjobs.org/admin/>.

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1. Introduction

The jobs section is a much used and greatly valued part of W4MP. The process of accepting ads and making them live has evolved since we began taking them in 2003 and continues to be refined. This guide describes a complex procedure as simply and clearly as possible.

2. Which Ads Do We Accept?

The broad criterion is “anything connected with the world of politics”. The yardstick we use to measure jobs is: do they help people obtain the sort of experience they would need to get a job in Parliament or to enter other areas of politics, and/or do they help those already working in Parliament to progress their career in Parliament or elsewhere?

We interpret this quite broadly so it is perhaps easier to say which ads we DON'T accept. The following types of ads are definitely NOT suitable for w4mporg.jobs:

- Ads which are only open to professions where specific qualifications are required which would be better suited to specialist websites, eg law, accountancy, teaching, social work etc.
- Jobs aimed only at students.
- Trustee positions, Chairs of committees, committee members etc.
- Voluntary positions, work placements, internships etc which don't have a properly defined length and/or purpose.
- Ads for organisations which don't have a website or some other source of information. If we can't find out any information about an organisation, we won't advertise them.

Since December 2013 we have not generally accepted adverts for work that does not pay at least the current rate of national minimum wage (see <https://www.gov.uk/national-minimum-wage>). The exceptions to this (ie, ads that pay less than national minimum wage that we **do** accept) are:

- Adverts for voluntary work for charities registered with the Charity Commission. Charities are asked on the Submit a Job Advert form to include their registered charity number. Without this, their advert should not be accepted. There is a standard letter about this (see Appendix 2). Charities must be registered with the Charity Commission. No other form of charitable status is acceptable.
- Adverts for political volunteers – this includes voluntary work for MPs, local party constituency groups, local council constituency groups, prospective parliamentary candidates, prospective councillors and any other specifically party political related volunteer work.
- Adverts for organisations related to the main political parties for short-term voluntary help with one-off events, canvassing etc.

Although in the past we accepted voluntary writers for political blogs, we no longer do so because of the increase in number of these roles.

In addition, we have tried to weed out the charities which are obviously using internships and voluntary posts as a means of cheap labour. We have therefore stopped accepting some charity ads which are unpaid and clearly for full-time posts and/or which have set hours and tasks more characteristic of a paid post. There is a standard letter that we send out about this (see Appendix 2). Very often charities will come back to us and say that they are prepared to make their posts less than full-time and we then say that we will accept a resubmitted advert which makes clear the lack of a specific time commitment.

3. Dealing with ads submitted

3.1. First checks



The screenshot shows a web interface for managing job submissions. At the top, a dark green banner reads "The following 2 jobs have been submitted and are awaiting your approval". Below this is a search bar with the text "Keyword (searches Job Title and Working For)" and a "Search" button. Navigation links include "First Page", "Previous Page", "1" (the current page), "Next Page", and "Last Page". The main content is a table with the following data:

Ref	Job Title	Working For	Live?	Publish On	Edit	Copy	Delete
43748	Senior Policy Adviser (SME's)	a client of Michael Page	No	8 January 2014	Edit	Copy	Delete
43705	Regional Officer - East Midlands ++NO INFO ON WEBSITE	Future Leaders	No	6 January 2014	Edit	Copy	Delete

At the bottom, there are navigation links: "First Page", "Previous Page", "1", "Next Page", and "Last Page".

The screenshot above is what you will see when you are in edit mode and click on 'Manage outstanding jobs'.

- 1 Check that the ad is not already in the current list of available jobs as advertisers often resubmit an ad before it has reached its closing date (see <http://www.w4mpjobs.org/SearchJobs.aspx?search=alljobs>). The agencies, and in particular Electus, often do this. If the ad is currently in the list send the standard letter about leap-frogging other ads (see Appendix 2 – Letter 11).
- 2 Click on the job number (under 'Ref' in the image above) to open the ad in read only mode. Read through the ad taking note of any obvious problems with layout, grammar etc.
- 3 Check that the link to the website is working and open the website. The link should be to the home page of the website. If the link is to a job description/jobs page/application form you will need to cut and paste this into the Job Details or Application Details section of the ad and change the website link to give the homepage address.
- 4 Search in the 'All jobs both live and expired' section of the website for the last ad submitted by the organisation and click 'Save As' to find out the name of the logo (see <http://www.w4mpjobs.org/SearchJobs.aspx?search=alljobsplusexpired>).

Advertisers often send a logo for the ad so if there is no logo for the organisation check g-mail before creating a new one in case one has been sent.

For some organisations there is more than one logo. These are usually numbered 1, 2, 3 etc and in most cases you will need to use the highest numbered logo. If in doubt, check that the logo matches what is on the website.

Sometimes the logo we have on file looks nothing like the logo on the advertiser's website because they have rebranded. If this is the case, make a new, up-to-date logo.

3.2. Editing submitted ads

About the Job

Job ref: 43661

Expires on
03 Jan 2015 When taking an ad down early be sure to use the CALENDAR to change the date

Date added
03 Jan 2014

This job advert was submitted at 16:29 on the 3 January

Revised on
06 Jan 2014

Click on 'Edit' next to the ad you want to edit to go into edit mode. The screen will look like the one above. Check boxes as follows:

DATE ADDED: make sure this says today's date and change if necessary **using the calendar**.

NB: see sections below - 3.3. General Point and 3.4. Spell Check – before embarking on edit.

Job Notes

B *I* U |

Job Title

See here for ads we don't accept

Working For
Which MP, Peer, Company or Organisation will the person be working for?
We do not accept ads from un-named MPs.

Location
Is this job in London?
 Yes No

If not in London, where will this job be based?
If job to be done remotely specify 'Internet' here.

London

JOB TITLE: make sure

- this includes just the job title and not the name of the company or any other additional info
- the job title has initial capitals
- if the ad is for more than one position then pluralise it. If the number of positions is specified put "(x and the number)" after the job title
- there is no space after the job title. If there is, this will create a space between the job title and the comma on the All Jobs list

WORKING FOR: make sure:

- the name of the company has initial capitals
- it is *only* the name of the company. Sometimes advertisers add things like "a children's charity" or "a PR company". If they do, delete this.
- if the post is being advertised by an agency add "a client of" (with lower case "a") before the agency name. Agencies are asked to do this on the Submit a Job Advert form but often don't.
- jobs for MPs, MEPs, AMs and MSPs include their constituency in brackets after the name

LOCATION: if the location is Internet or somewhere outside London make sure that "No" is ticked for "Is this job in London?". Advertisers often put in a different location, but then tick London, which overrides any other location added to the location box.

Does this job pay National Minimum Wage or more?

Yes No

If no, please see [this information](#).
NEW FROM 1 Dec 2013: If you are a charity paying less than NMW please include your registered charity number in the box below.

W4MP will automatically add a statement to ALL posts that do not offer to pay the NMW. Please read it here [BEFORE](#) submitting.
 More information about National Minimum Wage can be found [here](#).

Add the W4MP statement about NMW to this advert

Salary Details
 What salary is to be paid? If none, but you pay expenses (travel, accommodation, food etc), please make this clear.
 We prefer a salary figure/range rather than 'competitive' or similar.
 Please state clearly if this job is less than full-time.

DOES THIS JOB PAY NMW OR MORE? Check the correct option has been chosen. If the ad does **not** pay NMW or more tick the box to add the NMW statement to the advert. The only exception to this is if the ad is for a Stagiaire/Intern working for an MEP in Brussels under the EU scheme for this type of worker or if the job is abroad and complies with the minimum wage legislation of the country of location. You will need to verify this with the advertiser. See above under Which Ads Do We Accept? to find out which ads we accept which pay less than NMW.

For ads which are from charities and pay less than NMW: check the charity number is legitimate on the Charity Commission website at this page <http://www.charitycommission.gov.uk/find-charities/>. The registered charity number should also be shown on the charity's website.

SALARY DETAILS: it is best if this box contains a specific amount, but sometimes we have to accept something like "Competitive" or "According to experience". This is OK, but it is not acceptable to leave this blank or put in only "Part-time" etc. If the advertiser does this e-mail them and ask what the salary is.

However, if the job is less than full-time the number of days/hours should be indicated in brackets after the salary. This is particularly the case for unpaid volunteer/intern posts with charities as these should not be full-time.

Also make sure there is a £ sign, or that Euro or other local currency is indicated. Use commas to indicate thousands, ie £20,000.

Make sure there is no full-stop at the end of the information in the salary box.

Job Details (maximum 600 words)
 If full details are already on your website, just include basic info here plus a link to the page on your website.

B *I* U | | | | |

All posts with MPs or Peers will have the MSVO statement added automatically.

Add the MSVO statement to this advert

JOB DETAILS Make sure that any links are working correctly. We no longer correct spelling or grammar for advertisers. Advertisers often include in this section job application details or other things which should go in a different section. Move these to the appropriate section or delete them if they have been repeated in the appropriate section. In particular, advertisers tend to repeat the job title, salary and location, which can all be deleted.

It is not your role to format adverts for advertisers. If the errors substantially affect your ability to understand the job description, ask the advertiser to resubmit.

Make sure that any links within the text are made live.

Add the MSVO statement - by ticking the box - for jobs with MPs and Peers, but **not** for any other jobs in Parliament except for jobs with the Policy Research Unit when it should be added. Note that sometimes the advertiser will include the MSVO statement in the text in the Job Details box. You need to delete this text and add the MSVO statement by clicking on Add the MSVO statement to this advert. This is because the clicked box is used to count the number of ads received from MPs and Peers.

Closing Date

Use calendar to enter Closing Date (not more than 2 months ahead)

06 Jan 2014

Interview and Start Dates Details
 Include interview and start dates if known, and state clearly if you may appoint before the closing date.

B *I* U | | | | |

CLOSING DATE: check that this makes sense, ie they have not given a closing date which is weeks after the interview date. If closing date, interview dates, start date etc do not tie in with each other then e-mail the advertiser to check they haven't made a mistake.

Advertisers often repeat the closing date several times in different places throughout the ad. Delete all but the closing date in the Closing Date box. However, if they include in the text of the ad a closing date with a specific time then don't delete this date and put the **time** they have given in **bold** so it stands out.

INTERVIEW AND START DATE DETAILS: as with the closing date, make sure only relevant information is in this box.

Where and how should people apply for this job?

Application Details
 What information do you want from applicants?
 How can they contact you to find out more details or request an application form?
 If you don't acknowledge ALL applicants, successful or not, please say so here.

B *I* U | |

Enter your website address here

Tick here if you do not currently have a website

Logo

APPLICATION DETAILS: sometimes advertisers just put their e-mail address and phone number in this box so make sure it is clear what applicants need to do (ie, send CV and covering letter, apply via website etc). E-mail the advertiser asking for this information if necessary. Make sure that any links to job details/application forms etc are working and going to the right place on the advertiser's website. Advertisers often submit ads with links before the necessary information is up on their own website. If the link they have supplied does not work, contact the advertiser and ask them to let you know when the information is available. **Do not make any ad live until all the links are working properly.**

Advertisers often forget to put an e-mail address where applications should be sent so you will also have to contact them if this is the case. Make sure that any e-mail address given is correct and makes sense, and that it is made live.

WEBSITE ADDRESS: see point 3 in Section 3.1. above.

LOGO: see point 4 in Section 3.1. above re making logos. Add the correct logo to the box using the .gif format.

The following details are not for publication. We need to know who you are so we can contact you in case of queries.

Contact Name of person submitting this ad

Your Contact Email

Your Contact Phone

Once the form has been checked, click the PREVIEW THIS ADVERT bar at the bottom.

Check that the ad looks OK and all links are working. If there is something wrong don't click the go back to edit button – it will delete everything you have done! Instead, save the ad and then return to it from the 'edit' button.

(Once you have pressed 'Submit' below you will not be able to view your ad until it has been published)

If all looks good and ad is ready to go live click on SAVE.

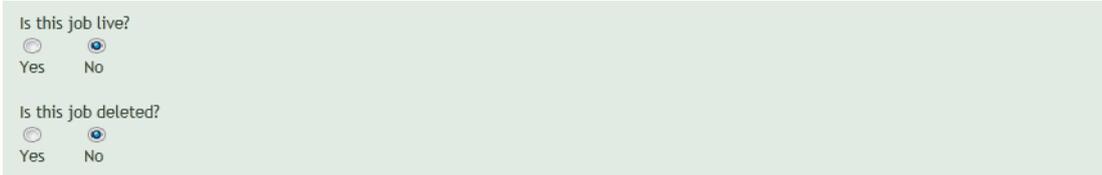
3.3. General Point

Advertisers often put extra line spaces at the end of sections. This leads to big gaps in the ad so make sure they are deleted.

3.4. Spell Check

We used to spell check adverts. This is no longer feasible given the increase in popularity of the site.

3.5. Making the Ad Live



Is this job live?
 Yes No

Is this job deleted?
 Yes No

Once you are happy with the ad, go back into Edit mode and click Yes for Is this job live?.

It is worth checking again at this stage that each of the Yes/No boxes are correct as they are quite sensitive and can sometimes change if you have passed the mouse near them. Also make sure the MSVO and NMW statement boxes have not become ticked by accident.

Click the PREVIEW THIS ADVERT bar, give the ad a final check and click the SAVE bar. The ad will now appear in the All Current Jobs list.

4. Making Changes to Ads



Job Notes

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Go into Edit mode, make the change and save the ad in the usual way. If it is a significant change that potential applicants will notice and be confused by make a note of the change in the Job notes box (aka the Additional Notes box when it appears on live ads). This note should always start with the current day's date **in bold** to indicate when the change was made.

This applies in particular to changing the closing date of an ad. Change the closing date **using the calendar** and add a comment, eg: "**17 April 2012**: the closing date for this ad has been changed from XXX to XXX."

5. Taking an Ad Down Early

- Go to Edit/update/delete current jobs
 - Find the ad you want to take down and click Edit
 - Change the Expiry date to the one before today's date **using the calendar**
 - Add a comment in the Job Notes box eg: **"17 April 2012:** this ad has been removed at the request of the original advertiser. Please do not apply for this role.'
 - Add '- Removed' to the job title.
 - Click on Preview this Advert bar
 - Check all the details are correct and click on Save button
 - Send the standard e-mail to the advertiser to say the ad has been removed (see Appendix 2). If the advertiser has not given a reason for the ad to be removed send the standard e-mail saying the ad has been removed and asking for a reason we can include in the ad. Once you've heard back from the advertiser, change the comment in the Job Notes box to include this reason.
-

6. Copying an Ad to Upload to the Website

Occasions when it may be necessary to make a copy of an ad include:

- When an ad has been submitted but not uploaded to the website straight away because there is a query about the ad. Sometimes, by the time the query has been answered by the advertiser, the ad is some way down the list of available jobs.
- An advertiser submits an ad but asks that it be submitted on a specific date. Please note that we do this only in exceptional circumstances.
- An expired ad needs to appear on the website again. In this instance we would normally ask the advertiser to resubmit the ad so, again, we would only do this in exceptional circumstances.

In these (and similar) cases the job can be copied as follows:

- Find the ad in question in the appropriate part of the site, either:
Edit/update/delete current jobs or
View old jobs or
All jobs, both live and expired or
View all deleted jobs or
Manage outstanding jobs
- Click on Copy
- Change any details from the ad you are copying. In particular you will need to change the Date added to today's date
- When you have changed the details click Preview
- Check the information is correct and click Save
- Go to Manage outstanding jobs where the new ad will now appear
- Click on Edit
- Change Is this job live? to Yes and upload the ad to the website in the usual way

7. Deleting an Ad

- Find the ad in the appropriate part of the website and click on Delete.
- You will be asked if you definitely want to delete the ad. Click on Yes.
- The ad will go into the View all deleted jobs part of the website. It is best to leave the ad there for about a month before deleting it finally.
- To delete finally, go into View all deleted jobs, find the ad and click on Delete. Again, you will be asked if you definitely want to delete the ad. This delete is final so only click on Yes if you are absolutely sure.
- Some serial offenders or con merchants are left on the deleted ads page for ever; eg see below:

41986	Academic Manager ** NEVER DELETE	Academic Minds ** NEVER DELETE **	No	6 September 2013	Edit	Copy	Delete
41898	Content Creator ** NEVER DELETE	The Oxbridge Research Group No ** NEVER DELETE **	No	3 September 2013	Edit	Copy	Delete

Appendix 1

Making Logos with Irfan View and Filezilla

1. Working with Irfan View

Open website.

Press “Print Screen” key.

Open Irfan View and Press Control + V (paste).

Select image by left click on mouse and drag to form box.

Crop selection (Control + Y).

Resize (Control + R). If not happy with size Undo to try again is Control + Z.

Save by pressing S (no Control needed).

Name the logo – usually website name or e-mail address if there is no website.

Make sure GIF is selected in the “Save as type” field and save on desktop.

Press enter.

Find image on desktop and drag into bottom right hand box on Filezilla.

2. Working with Filezilla

To open list of logos in Filezilla:

Click on Filezilla icon.

Click on File in top left hand corner. This will open a drop-down menu. Click on Site Manager.

This will open another dialogue box. Click on Connect.

Double click on wwwroot on right hand side.

Scroll down the list that appears until you reach File Storage Area and double click on it. You will now have a list of all the w4mp logos open.

If the organisation’s website does not give a good example of the logo to be copied look in Google Images to see if there is a better version which can be downloaded. If so, save as a GIF file in Irfan View as noted above and add to Filezilla directory.

The logos for the main political ads are:

labour.gif

labour_mep.gif

labour_scotland.gif

labour_wales.gif

libdem.gif

libdemmep.gif

libdem_scottish.gif

libdemwales2.gif

conservative_logo.gif

conservative_euro.gif

conservative_scotmep.gif

conservative_scotland.gif

conservative_wales.gif

conservative_ni.gif

lordslogo.gif

lordscrossbenchers.gif

greenparty.gif

greensmep.gif

Appendix 2

These are the standard e-mails in use at April 2019. They are subject to change, and can be adapted for specific circumstances if necessary.

STANDARD E-MAILS - NOTES FOR ABI

These are the standard e-mails that I generally use. Remember that all of these e-mails can be tweaked/amended if they do not cover exactly what you wish to say. Most of them are self-explanatory but I have added notes in blue where they might be useful.

EARLY AD REMOVAL

Dear

Your ad has been marked as "removed" with an explanation in the 'additional notes' box, but remains viewable on this page <http://www.w4mpjobs.org/SearchJobs.aspx?search=adsbeforeexpirydate> until the original closing date has passed. We do this because otherwise we get numbers of potential applicants contacting us and asking why the ad has gone.

Best,

EARLY AD REMOVAL

Dear

Your ad has been marked as "removed" but remains viewable on this page <http://www.w4mpjobs.org/SearchJobs.aspx?search=adsbeforeexpirydate> until the original closing date has passed. We do this because otherwise we get numbers of potential applicants contacting us and asking why the ad has gone.

We find it helps to add some sort of explanation (eg post now filled; decided not to proceed with this appointment; already received enough applications etc) could you let me have a very brief sentence to add to the statement we have put there for the time being?

Best,

Both straight forward. One or the other to be sent when advertisers ask for an ad to be removed before the closing date.

REQUEST TO RESUBMIT SO AD MOVES TO THE TOP

Dear

The job advert that you have submitted to W4MP today appears to be the same advert as one we already have on the website (see [add link to ad](#)). I'm afraid we do not allow resubmission of an advert that is already on the website and has not passed its closing date as this would "leap-frog" other adverts and this is unfair to other advertisers.

We will be happy to accept the new advert after the closing date for the advert which is currently on the website, so please could you resubmit it at that time.

Best,

EXPIRED ADS - For people wanting to look at an expired ad: they want to re-advertise or have an interview coming up, etc

Dear

You can always look for expired ads at <http://www.w4mpjobs.org/SearchJobs.aspx?search=alljobsplusexpired> and then scroll through the pages. This is linked from our Jobs pages thus: **See all jobs, including expired ones**. There is a 'Search options' facility at the top of the page which you can use to narrow down your search. Ads placed before 6 August 2011 are no longer searchable as these were on the old system which has now been closed.

The job you mentioned is at: *xxx*

Best,

[This doesn't come up particularly often.](#)

ADVERTISING ENQUIRY

Dear

Thank you for your enquiry about advertising on w4mpjobs.

We have a helpful guide for new advertisers - see <http://www.w4mp.org/jobs-listings-events/jobs/advertising-jobs-with-w4mp/notes-for-advertisers-please-read/>. To save us and you time please make sure you read it all carefully before submitting your advert. Please also make sure that you follow the instructions on the Submit a Job Advert form carefully as incorrectly submitted adverts may not be accepted.

During the working week, we can usually place the ad within 24 hours of your submitting it. We do not charge any of our advertisers for ads on W4MP as the whole website, including the Jobs page, is part of a service to MPs and their staff. The website is funded by the House of Commons.

Best,

Send when general queries about advertising come in and also when advertisers just e-mail information about a role without submitting the online form, which does happen sometimes.

NOT FOR US

Dear

We have your ad submitted for 'xxxxx'.

Although the criteria we use for adverts is quite broad, the role above does not have a sufficient political element for posting on the site. Specifically, we do not accept roles that are straight forward PA/secretarial/administrative roles (apart from directly for MPs/Peers/Political Parties) irrespective of the political nature of the organisation.

Sorry we are unable to help you on this occasion.

Best,

It's not always easy to decide whether an ad is suitable or not. Often a think tank or other political organisation will send an ad for a role which is really just a straight forward PA/secretarial/admin role with no political element, in which case I would say no. If the role includes elements of the following it is usually acceptable:

Research

Event management

Committee administration (actual committees rather than just organising office meetings)

Communications, PR etc

If there is a link to a job description in the ad then a read of this should usually make things clearer. If you have any doubts about whether an ad is suitable then please feel free to e-mail me. If the ad is borderline, but you think it's probably OK you can always send the Borderline Ads e-mail (see below) when you make the ad live.

NAMING MPS

Dear

Thanks for your ad for a 'xxx' for 'xxx'.

We have a policy of being transparent about who the MP is in ads from Members of Parliament. The only exception to this is where serious issues of security are involved; for example when one of the Party leaders wishes to advertise at a time of heightened security.

I am assuming the ad is for 'xxxxx'. Could you please confirm that we can use his/her name in the ad, under 'Working for'?

I'll hold the ad until I hear from you.

Thanks.

I think I've only used this one once and we allowed an anonymous advert for George Osborne when he was Chancellor. It's probably best to contact Bill if you get anything similar and see what he thinks.

REMOVAL OF ARCHIVED ADS

Dear

We have a firm policy of archiving all ads which have been published on our jobs page and making the archive publicly available. We do not make exceptions. The archive is linked from our main jobs page, thus: **See all jobs, including expired ones.**

We are frequently requested, by those who have applied for a post, to revisit the ad. We also get similar requests from advertisers wanting to repeat an ad or wanting to check the text of one of their previous ads. We do not remove ads unless under extraordinary circumstances.

Best,

We sometimes get advertisers asking us to remove an ad which is no longer live but is in our archive. I tend to send just the first two paragraphs of this e-mail. In short, we do not remove ads from the archive in any circumstances.

PERSONAL REQUESTS FOR WORK EXPERIENCE

Dear

We at W4MP have no work experience opportunities, jobs or internships to offer ourselves. We advertise for MPs and others and you can see all current jobs here: <http://www.w4mpjobs.org/SearchJobs.aspx?search=alljobs>.

If you wish to work for an MP you might find it useful to have a look at some of the guides which are linked from this page: <http://www.w4mp.org/support-in-your-job/guides/>.

If you are interested in working within Parliament (other than for an MP or Peer) check out this page: <http://www.parliament.uk/about/working/>.

Best,

We get a lot of e-mails from people asking for work experience or if we are aware of any jobs/volunteer posts for MPs in their area. All we can do is direct them to the ads on the site and to our guides.

RESUBMIT MULTIPLE ADS AS ONE

Dear

Re the above adverts, please see the note on our Submit a Job Advert form re multiple adverts from the same organisation <http://www.w4mpjobs.org/AddJob.aspx>. We ask advertisers to post multiple roles as one to make the site easier to navigate for potential applicants, and to speed up the processing of ads. Please can you resubmit the ads as one single advert with links to information on your website as requested. An example of how to do this can be found here: <http://www.w4mp.org/example-of-submitting-multiple-ads-as-one/>

Best,

REQUEST NOT TO SUBMIT MULTIPLE ADS IN FUTURE

Dear

The **number** adverts you submitted to w4mp today are now live. However, please see the note on our Submit a Job Advert form regarding multiple adverts from the same organisation <http://www.w4mpjobs.org/AddJob.aspx>. Whilst we have

accepted your adverts on this occasion, please can you ensure that any future multiple adverts are submitted as one single advert as requested. An example of how to do this is here: <http://www.w4mp.org/example-of-submitting-multiple-ads-as-one/>

Thanks in advance for your co-operation with this.

Best,

The issue of multiple ads arose at the time we were accepting all charity ads and had not brought in the guidelines set out in the last e-mail in this list under the heading **UNACCEPTABLE UNPAID POSTS FROM CHARITIES**. People would sometimes send in multiple ads for unpaid roles so we would ask them to roll them up into one ad. We have had to be stricter with combining multiple ads as one as we have become busier.

PLEASE READ GUIDE TO SUBMITTING ADS

Dear

The advert you submitted to w4mp is now live. Please note that w4mp is a small organisation with limited resources and it helps us greatly if our Submit a Job Advert form is properly completed. We would therefore be grateful if you could read the document at this link before submitting ads in future <http://www.w4mp.org/jobs-listings-events/jobs/advertising-jobs-with-w4mp/guide-to-submitting-jobs/>, particularly with regard to

Please note that failure to complete our Submit a Job Advert form properly may result in your advert not being uploaded to w4mpjobs.

Best,

I sometimes send this if adverts are wrongly submitted but not so badly that I would ask them to resubmit the ad. If an ad is really awful then do ask the advertiser to resubmit it.

SALES JOBS

Dear

The post in the above advert appears to be a sales role without any actual political aspect to it. I'm afraid that we do not accept ads for sales roles at w4mp. Sorry we are unable to help you on this occasion.

Best,

It can be difficult to differentiate between sales roles and business development roles. If an ad has Sales in the job title or mentions sales several times then I regard it as a sales role and refuse it.

AD DOES NOT FIT NEW NMW CRITERIA

Dear

Re the advert for an unpaid ???? which you submitted to w4mpjobs, please see the following note from our website <http://www.w4mp.org/jobs-listings-events/jobs/advertising-jobs-with-w4mp/jobs-we-dont-accept>. I am afraid that we will not be able to accept your advert, or any future adverts for unpaid posts.

Best,

Send this to organisations which are not charities but which submit ads for unpaid roles.

DIRECTING AGENCIES TO NOTES FOR AGENCIES

Dear

Re the above advert, please see the following link to information on our website about job adverts submitted by agencies <http://www.w4mp.org/jobs-listings-events/jobs/advertising-jobs-with-w4mp/notes-for-agencies/>.

Please can you resubmit your advert, bearing in mind these guidelines and making sure that you follow the instructions on our Submit a Job Advert form.

In particular you need to

Best,

You need to be very strict with agencies. If they have not submitted an ad properly I send them the above e-mail the first time explaining what they have done wrong. If they continue to submit ads wrongly just put them in deleted as we make it clear in the instructions for agencies that we will not contact them.

It is not always apparent that the advertiser is an agency as they use the client name rather than 'a client of' in the Working for box. Always check the contact e-mail address of the advertiser. Eg TMPW (often submitted by leigh.press@tmpw.co.uk).

ADVERTISERS PUTTING LINKS IN WRONG PLACE

Dear

The above advert is now live. As requested on our Submit a Job Advert form, please can you always put the link to information about the post on your website in the place where it is requested. In the box at the end of the ad which states 'Enter the HOME PAGE ADDRESS of your organisation's website here' please put your organisation's **home page** address.

w4mp is a small organisation with limited resources and it helps us greatly if our Submit a Job Advert form is properly completed.

Best,

Many people put links in the wrong part of the advert and particularly the home page address. If they do it consistently I send them this e-mail.

CAN'T FORMAT AD BECAUSE OF CODE

Dear

It appears that when cutting and pasting information into the above advert you have brought across lots of code. I am therefore unable to put the advert into the correct format for uploading to w4mpjobs.

Please can you resubmit the advert, making sure that you remove all formatting before cutting and pasting into the Submit a Job Advert form. See the Useful Tip for dealing with formatting in this document <http://www.w4mp.org/jobs-listings-events/jobs/advertising-jobs-with-w4mp/notes-for-advertisers-please-read/>.

Best,

Now and then an ad will have had so much code cut and pasted into it that it becomes impossible to edit it properly.

NEED SPECIFIC LINK TO JOB INFO

Dear

As requested on our Submit a Job Advert form, please can I have the *specific* link to information about the above post for inclusion in your advert.

Best,

If the advertiser includes a link to information about the job this should, wherever possible, be a direct link to information about the role rather than a general link to a jobs page. Some jobs pages are really complicated and it takes ages to find information about the role so if the advertiser supplies a direct link it makes w4mpjobs easier and quicker to use. Sometimes jobs pages are set up in such a way that it is not possible to give a direct link, but try to make sure the link is direct wherever possible.

BORDERLINE ADS

Dear

The advert that you submitted to w4mp is now live. The ad is quite borderline for w4mpjobs as it only appears to have minimal content that could be seen as 'political'. Whilst we have accepted your ad on this occasion, please note that this is not a guarantee that we will always accept adverts of this kind from you in future.

Best,

UNACCEPTABLE UNPAID POSTS FROM CHARITIES

Dear

Please see the information on our jobs home page <http://www.w4mpjobs.org/> under the heading **Unpaid opportunities on w4mpjobs**.

We are no longer accepting adverts from charities which specify set days/hours and a set length of time that a volunteer must commit to a role. To be truly voluntary a role must be entirely flexible and this should be reflected in the advert.

Sorry we were unable to help you on this occasion.

Best,

We are now only accepting adverts for unpaid roles from charities if they are completely flexible and do not specify a number of days to be worked and/or a length of time to be worked. This means that we are now accepting very few ads for unpaid charity roles and the ones we do accept need to include a sentence indicating that the hours are flexible. I also put 'Part-time flexible hours' in the salary box. This area can be quite confusing so do get in touch if you're not sure.

OBSCURED INTERNSHIP SALARIES

Dear

We do not accept adverts for internships where the salary is obscured, unless it pays over Real Living Wage/London Living Wage as appropriate. Since you've signalled that this role pays under this amount, I need you to clarify the salary before I can make the advert live – a minimum value would suffice.

Best,

[This is a newer rule](#) – generally organisations will put 'competitive' for internships if they just pay. Unless they've checked the box about RLW, we'll need to email them to clarify it.