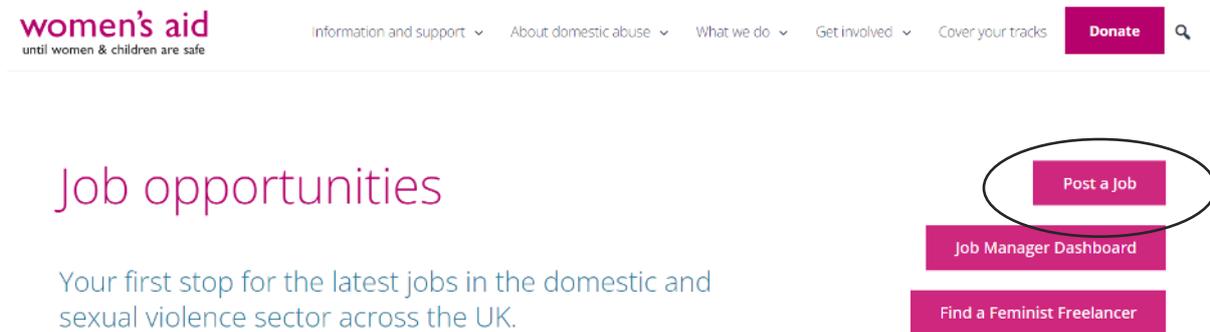
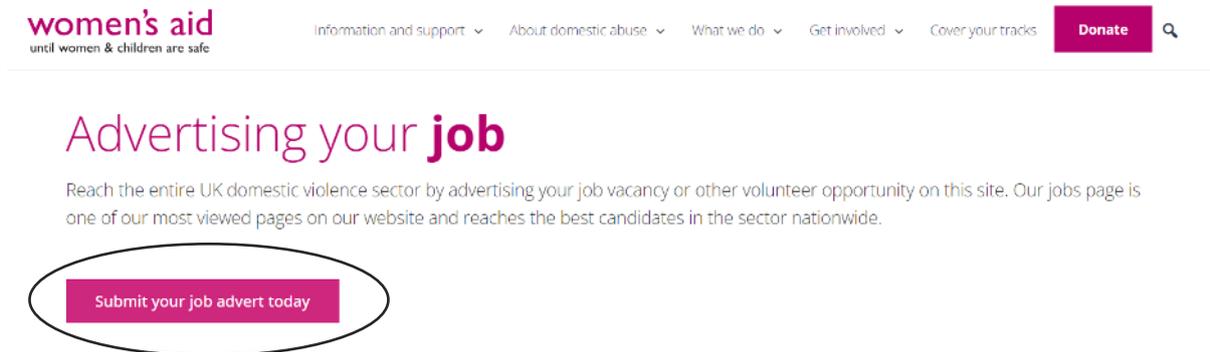


# How to upload a job advert

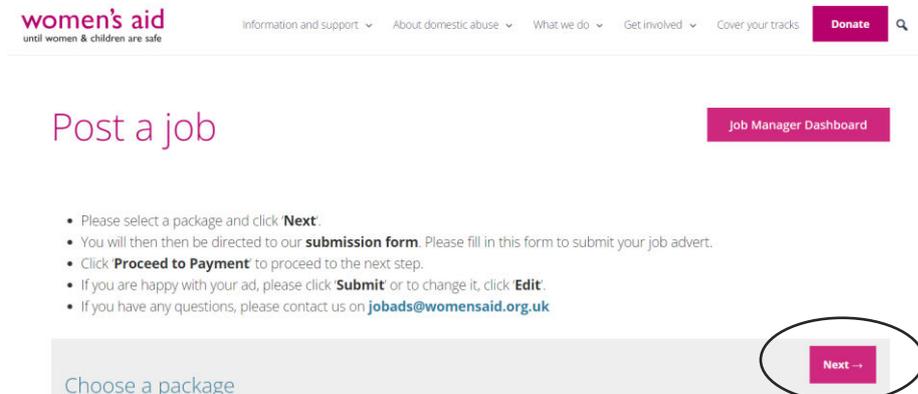
1. Visit our **jobs page** and click **'Post a job'**.



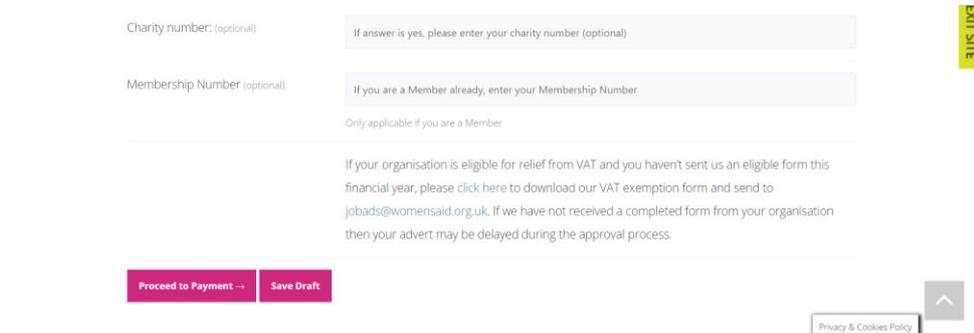
2. On **Advertising your job** click **'Submit your job advert today.'**



3. Select a **package** and click **'Next'**.



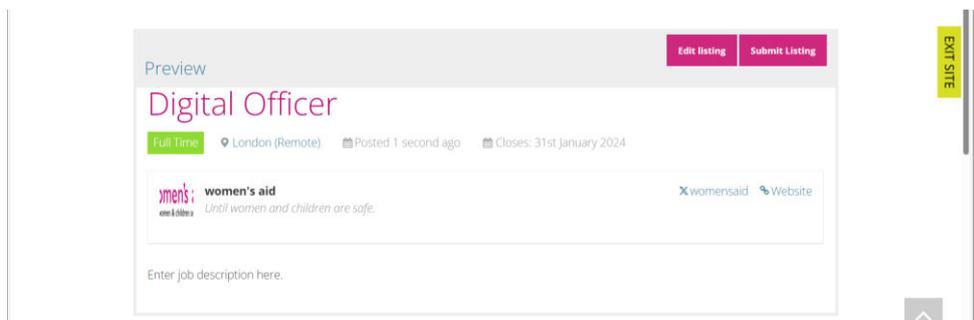
4. Complete the **submission form** and click **'Proceed to payment'**. You can also click **'Save draft'** to return to the listing another time.



The screenshot shows a submission form with the following elements:

- Charity number:** (optional) with a text input field and a note: "If answer is yes, please enter your charity number (optional)".
- Membership Number:** (optional) with a text input field and a note: "If you are a Member already, enter your Membership Number". Below this is a note: "Only applicable if you are a Member".
- VAT Exemption Information:** A paragraph stating: "If your organisation is eligible for relief from VAT and you haven't sent us an eligible form this financial year, please click here to download our VAT exemption form and send to [jobads@womensaid.org.uk](mailto:jobads@womensaid.org.uk). If we have not received a completed form from your organisation then your advert may be delayed during the approval process."
- Buttons:** Two buttons at the bottom: "Proceed to Payment --" and "Save Draft".
- Footer:** A "Privacy & Cookies Policy" link and an upward arrow icon.
- EXIT SITE:** A vertical yellow button on the right side of the page.

5. You can now **preview** your job listing here and make any edits by clicking **'Edit Listing'**.



The screenshot shows a preview of a job listing with the following elements:

- Preview Header:** "Preview" text and two buttons: "Edit Listing" and "Submit Listing".
- Job Title:** "Digital Officer" in a large, bold font.
- Job Details:** "Full Time", "London (Remote)", "Posted 1 second ago", and "Closes: 31st January 2024".
- Employer Information:** The "women's aid" logo and tagline "Until women and children are safe." along with a "womensaid" link and a "Website" link.
- Description:** A text area with the placeholder "Enter job description here."
- Footer:** An upward arrow icon.
- EXIT SITE:** A vertical yellow button on the right side of the page.

6. Once the job listing is complete, select **'Submit Listing'** and enter your billing and payment details.

**Please note:** You will not need a PayPal account to pay for your job adverts. Please select **'Pay by Debit or Credit Card'** as a guest.

Have a coupon? [Click here to enter your code](#)

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**Billing details**

First name \*  Last name \*

Company name (optional)

Country/Region \*  
United Kingdom (UK)

Street address \*  
House number and street name

Apartment, suite, unit, etc. (optional)

Town / City \*

**Your order**

Product	Subtotal
Job Advert - Member (plus VAT) × 1 Listing: Test	£54.00
Subtotal	£54.00
Total	£54.00

PayPal      [What is PayPal?](#)

Pay via PayPal; you can pay with your credit card if you don't have a PayPal account.

[Privacy & Cookies Policy](#)

 £45.00 GBP

**Log in to PayPal**

Enter your email address to get started.

[Forgotten your email address?](#)

[Cancel and return to website@womensaid.org.uk](mailto:website@womensaid.org.uk)



7. Your job advertisement has now been **submitted** and will be published to our job page **once reviewed by Women's Aid.**