



# Employer's Guide

to submitting a vacancy using this website

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# What is Proud to Care?

Proud to Care is a South West regional campaign aimed at raising the profile of working in care and support. It is a proactive and collaborative recruitment and retention approach to addressing a growing supply and demand gap for care staff.

This is the first time local authorities have taken a regional approach to raising the profile of care and 16 councils across the South West, and Health Education England, are supporting the campaign. The Association of Directors of Adult Social Care, Skills for Care and Skills for Health are also lending their support.

The campaign website [www.proudtocaresw.org.uk](http://www.proudtocaresw.org.uk) features interviews with care and support workers, who talk passionately about their love for care work, and links to local recruitment opportunities.

The campaign is aiming to reach all potential care workers but is specifically targeting key audiences including younger people and those who have studied for a health and social care qualification; parents considering a return to work; people aged 50 plus who might want to give something back to their community; and students seeking employment over holiday periods.

## **Proud to Care Cornwall**

Proud to Care [www.proudtocarecornwall.org.uk](http://www.proudtocarecornwall.org.uk) is our local resource which supports the regional project. It tells some amazing stories of local people who work in care and provides advice and guidance for job seekers and providers alike.

# Cornwall Jobs Board

The jobs board is available for all providers, partners and voluntary organisations in Cornwall to help promote adult care and support, and health vacancies. It is intended as an addition to your regular recruitment activities rather than an alternative. It's a free service but we ask you to commit to our Proud to Care Cornwall Acceptable Use Policy first.

## Eligibility

- The jobs board is for advertising adult care and support, and health vacancies only.
- Typical jobs roles could be care assistant, health assistant, support worker, personal assistant, activities coordinator, assessor, team leader, registered manager, registered nurse, administrative roles...
- Roles can be paid or voluntary, work experience or apprenticeships.
- The purpose of this platform is to assist employers in recruiting staff. For this reason we do not welcome adverts from Agencies.

## How to upload jobs

- To upload a vacancy please go to [www.proudtocarecornwall.org.uk/submission](http://www.proudtocarecornwall.org.uk/submission)
- You will be asked to login using the details we send you.
- Fill in the details of your job:

- Job title – what's the job you are advertising?
- Job Region – you have to choose one of these areas
- Job type – full-time/part-time/flexible/apprenticeship/work experience/volunteer
- Salary/hourly rate – a £ will appear automatically, write in the figure and whether it's per hour or annual. Write 'voluntary' for unpaid work.
- Job Details – this is for a description that will sell the job and your organisation and make you stand out
- About You – (shows as a subtitle) here you have the option to outline the desirable qualities of the person you are looking to recruit
- Essential Skills – (shows as a subtitle) list the skills required to be able to carry out this job
- Application email/URL – include a website or email link where potential candidates can apply
- Add your Company Details

Click on **PREVIEW** to see what potential candidates will see.

- If you wish to make an amendment, click on **EDIT LISTING**
- Please check all details thoroughly. Once you have submitted a job it cannot easily be withdrawn.
- Once you are happy with what you have written, click on **SUBMIT LISTING**

Cornwall Council will look at submitted vacancies for approval within 2 working days. Once published. The expiry date is normally after 30 calendar days. At that point it will no longer appear on the website unless you contact us on [proudtocare@cornwall.gov.uk](mailto:proudtocare@cornwall.gov.uk)

# Best Practice for using the Jobs Board

## Acceptable Use

You are responsible for the content of your job advert, and any websites you link to, and must agree to:

- Ensure jobs advertised are accurate, legal, non-discriminatory and don't support any fraudulent activity
- Ensure content is appropriate for the purpose intended and not offensive or defamatory in any way
- Be welcoming and open, following equality and diversity principles at all times
- Not knowingly upload material which contains any harmful program which would affect the operation of the website, computer equipment, other software or any other network, for example viruses or spyware

Cornwall Council reserves the right to:

- not publish, or withdraw, a vacancy if our Acceptable Use and Eligibility are not met.

For tips on recruiting the right workers for your service visit [www.skillsforcare.org.uk/recruitment-retention/Finding-and-keeping-workers](http://www.skillsforcare.org.uk/recruitment-retention/Finding-and-keeping-workers)

## AGREEMENT

I, (name) .....

Position .....

On behalf of (organisation) .....

.....

Have read and agree to the Privacy and Cookie policies, and agree to adhere to the Acceptable Use principles as outlined in this document.

I certify that I am not a recruitment agency.

Signed .....

Date .....

Email .....

Tel .....

Please return to:

Email: [proudtocare@cornwall.gov.uk](mailto:proudtocare@cornwall.gov.uk)

Post: Adult Commissioning Learning & Development,  
First Floor East Wing, New County Hall, Treyew Road,  
Truro, TR1 3AY

## **Careers Events**

There are a range of careers events throughout the year which are suitable for providers to have recruitment stalls at. Some events will also give us the opportunity to have a general Proud to Care Cornwall recruitment stall. We will be looking for support from providers to help.

To be included in mailings and find out more about career events and local recruitment opportunities, please register your interest at [proudtocare@cornwall.gov.uk](mailto:proudtocare@cornwall.gov.uk).

## **Contact Us**

If you have any questions, please get in touch on [proudtocare@cornwall.gov.uk](mailto:proudtocare@cornwall.gov.uk).