

Sutton Care Hub Guidelines: Posting vacancies on the job portal

The Sutton Care Hub job portal is the place for you to post your job vacancies. It also provides you with a place to signpost to on any social media that you may decide to do to promote it.

It's quick and easy to post a job on the portal - here are simple guidelines to help you.

Links

- Web link to the job portal: <https://suttoncarehub.org.uk/job-portal/>
- Shortlink for social media: suttoncarehub.org.uk/job-portal

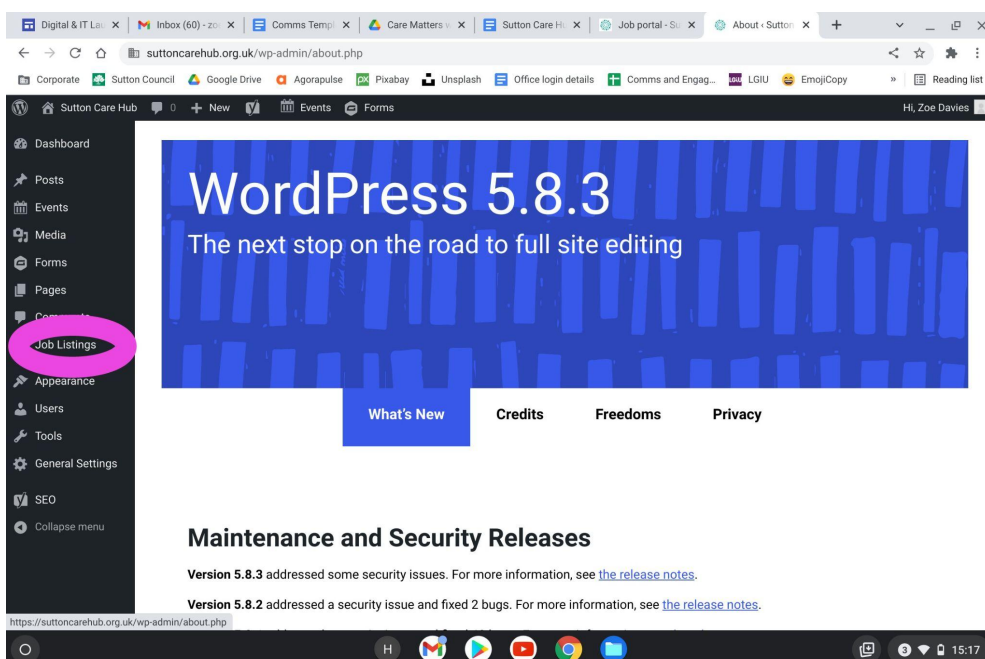
Access to the portal

As a registered provider with the Council, you should have been given log in details for yourself/your organisation - go to the Sutton Care Hub job portal to log in.

If you require log in details to be sent, please email asc.providercomms@sutton.gov.uk

Creating a new vacancy

- ❖ Once you log in, navigate to the **blue W** at the top left corner of the screen, and then click on Job Listings on the left hand side, and then click 'Add new'



❖ Where it says 'Position' input the job title, and complete the rest of the details

The screenshot shows the WordPress admin interface for creating a new job listing. The browser address bar shows the URL: suttoncarehub.org.uk/wp-admin/post-new.php?post_type=job_listing. The 'Job Data' section is expanded, showing the following fields:

- Posted by:** [Redacted]
- Application email/URL:** [Redacted]
- Company Website:** [Empty]
- Closing date:** [Empty]
- Job files:** [https://] [Add file] [Upload] [View]
- Featured Listing:** Featured listings will be sticky during searches, and can be styled differently.
- Important information:** [e.g. Work visa required]
- Company Name:** [Empty]
- Company Tagline:** [Brief description of the company]
- Salary:** [e.g. £20,000]
- Position Filled:** Filled listings will no longer accept applications.
- Listing Expiry Date:** [Empty]

The 'Yoast SEO' section is also visible on the right side of the form, showing the 'Permalink' section with the URL slug '2279' and the 'Job Categories' section.

❖ Make sure that you:

- Scroll down to enter a short description of the job title in the 'slug' and 'metadata' boxes
- On the right hand side, make sure you check the relevant boxes in 'Categories'
- If you want to include your company logo, you will need to have first uploaded it to the [Media Library](#) - simply hit the 'Add new' button, upload your logo and check the boxes on the side when you save it to add it the 'Job Portal' section, under Categories
- Check the categories on the left hand side, under Block - for Job Categories and 'Job types'
- Hit 'Preview' at the top right hand corner for a final check and then hit 'Publish'