

## How to purchase a job or trustee vacancy on the VONNE website

- Log in to the VONNE website and go to **My Account**
- You will see your account activity, under **List a job** you can see how many job credits you have.
- If you have 0 job credits **click here to purchase job credits**
- Click the button **Advertise your vacancy**
- You will be taken to the Shopping cart where you can choose how many listing credits to purchase. The cart defaults to Quantity: 1
- To change the quantity simply choose how many you wish to purchase, enter the number in the Quantity box, and click **update cart**.
- Click **Checkout**
- Enter your details and click **Continue to next step**
- Check the details are correct and then click **Continue to next step**

## How to list a job or trustee vacancy on the VONNE website

- Log in to the VONNE website and go to **My Account**
- You will see your account activity, under **List a job** you can see how many job credits you have.
- Click here to post your job
- Create Job listing

Please complete the webform with the following details **for job vacancies:**

- Job title
- Role description
- Contract type
- Salary
- Organisation name and logo
- Website for applying/further details
- Application deadline

Please complete the webform with the following details **for trustee vacancies:**

- Trustee role
- Role description
- Organisation name and logo
- Website for applying/further details
- Application deadline

If you have any questions please do not hesitate to contact us on 0191 233 2000 [vonne@vonne.org.uk](mailto:vonne@vonne.org.uk)