**ISG Advertising Template**

***(Amend all sections highlighted in yellow)***

Insert short introductory paragraph(s) outlining, working hours/pattern (be explicit about any flexibility you can offer), work location, reporting structure, length of contract.

**What we can offer you:**

* A competitive salary of (enter salary range)
* A chance to shape the direction of the ISG's student employment activities and make a clear impact on improving student experience
* Generous annual leave allowance of 40 days per year (inclusive of festive closure days)
* Highly competitive defined-benefit pension scheme with a substantial employer contribution
* A range of flexible working options to help prioritise work/life balance
* A day of paid leave annually for your chosen volunteering activity
* Access to excellent online learning and a Staff Scholarship fund
* Varied [staff discounts,](https://www.ed.ac.uk/human-resources/pay-reward/staff-benefits/discounts) [family-friendly initiatives](https://www.ed.ac.uk/equality-diversity/inclusion/family), [support for staff wellbeing](https://www.ed.ac.uk/staff/health-wellbeing) and more

Use our [reward calculator](https://www.ed.ac.uk/human-resources/pay-reward/reward-calculator) to find out the total value of the pay and benefits for this role.

**What the job involves:**

* xxxxx
* xxxxx
* xxxxx

View the full job description and snapshot of a typical day.

**A bit about you:**

* xxxxxx
* xxxxxx
* xxxxxx

**Application procedure:**

We welcome informal enquiries about the role – to find out more please email **Name (Job title)** at xxxx.xxx@ed.ac.uk

The University is committed to equality, diversity and inclusion. If you have the right skills for the job, we want to hear from you. We encourage applications from the right candidates regardless of age, gender identity, disability, sexual orientation, religion, belief or race.

Prior to any employment commencing candidates will be required to evidence [[Right to Work in the UK](https://www.ed.ac.uk/human-resources/demonstrating-rtw#xd_co_f=NTdjNjE1OTUtNWQwYi00MmRmLWEzOGMtYTRmYmQxMzllZjMx~)**.**](https://www.ed.ac.uk/human-resources/demonstrating-rtw#xd_co_f=NTdjNjE1OTUtNWQwYi00MmRmLWEzOGMtYTRmYmQxMzllZjMx~)

To apply, upload a CV and cover letter before **xxxxxx (Closing date).**
 Interviews will be held XXXX **(In-person/virtually/both)** on **XXXXX (Interview dates)**.