

# Vacancies user guide

## Features

1. Filterable Listings page
  - a. Listing by closing date order
  - b. Auto removal from listing when the closing date is past
  - c. These are achieved through the tagging if additional tags are needed contact [webedits@mind.org.uk](mailto:webedits@mind.org.uk)
2. Individual pages for each listing –
  - a. Templates for different types of role volunteer, paid, fixed term, internship for changes contact [webedits@mind.org.uk](mailto:webedits@mind.org.uk)
  - b. Application deadline
  - c. Interview date
  - d. Apply now CTA
3. Categorisation of type of vacancy
4. Location
5. Geo location on mobile devices
6. Custom fields

The image shows two side-by-side screenshots of the Mind website. The left screenshot is titled 'Listings page' and shows a search interface for 'Vacancies and Volunteering'. It includes a navigation bar with 'Mind for better mental health' and a 'Get help' button. Below the navigation, there are filters for 'Vacancies Categories' (set to 'All Categories') and 'Choose the location' (with options for 'By region' and 'By postcode'). The main content area lists three job opportunities: 'Andover Mind: Referrals and Enquiries Supervisor', 'Complete the Cross Promotion Job', and 'Judge for the 2020 Mind Network Excellence Awards'. The right screenshot is titled 'Vacancy page' and shows the details for the 'Andover Mind: Referrals and Enquiries Supervisor' role. It includes an 'Apply here' button, 'Application Deadline' (25 June 2020), 'Interview Date' (10 July 2020), 'Contract type' (Permanent), 'Hours' (38 hours per week over 4 or 5 days), 'Salary' (£18,720 p.a. (E23,400 Full Time Equivalent)), and 'Where' (Andover). A map of Andover is shown at the bottom. The page also contains detailed descriptions of the role and application process.

## Creating a vacancy

The individual vacancies need to be set up correctly to ensure the filtering works and to be added to the Listings page, so please ensure that you follow the guide.

1. To search for a vacancy go to the
  - 1st - Step go to 'Vacancies and volunteering' page
  - 2nd - Step click on the 'Child Pages' tab

Q Type to search...

Vacancies and volunteering

Content Tags Social Cross Promotion SEO Analytics Navigation **Child Pages** Info

1

To change the text at the top of the listing view amend the content in this block.

Full Width

# Vacancies and volunteering

Vacancies and volunteering opportunities currently available with Mind.

Add content

Left sidebar

Vacancies Filter

Add content

Vacancies Search Results

Add content

2. If you wish to edit a listing either search or select it from the listing.
  - 1st Use the search box on the righthand side of the page (**Don't search** in the top title bar!)
  - 2nd **Don't** click the 'Create' button (image no.2) to create new pages as the templates won't be available to you.

Q Type to search...

Vacancies and volunteering

Content Tags Social Cross Promotion SEO Analytics Navigation **Child Pages** Info

2

1

Create

Q Type to search...

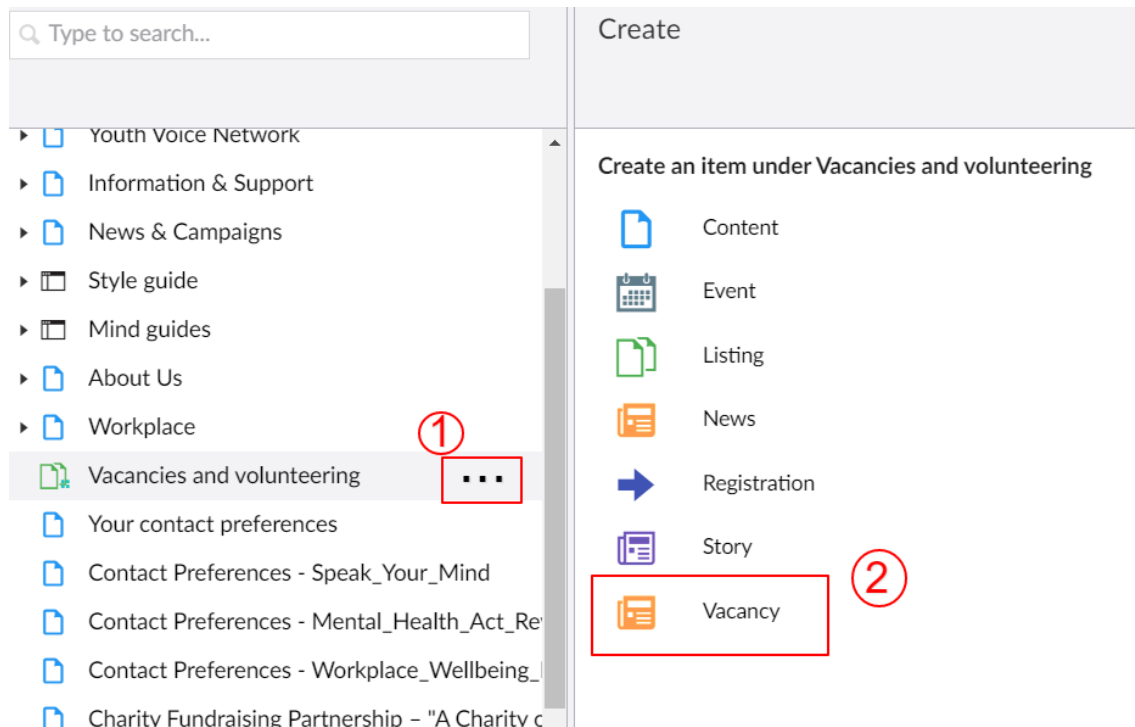
<input type="checkbox"/>	Name	Sort	Last edited	Created by
<input checked="" type="checkbox"/>	Andover Mind: Referrals and Enquiries...	2	2020-06-09 14:21	Lucy Southall
<input checked="" type="checkbox"/>	Mind in Harrow: Befriending Volunteer	3	2020-06-09 14:21	Lucy Southall
<input checked="" type="checkbox"/>	Basildon Mind - Treasurer	5	2020-06-01 12:29	Lucy Southall
<input checked="" type="checkbox"/>	Welsh content test	6	2020-06-16 14:24	Lucy Southall
<input checked="" type="checkbox"/>	Judge for the 2020 Mind Network Exc...	7	2020-06-09 14:18	Lucy Southall
<input checked="" type="checkbox"/>	Holly test vacancy	8	2020-06-16 13:54	Holly Garraway
<input checked="" type="checkbox"/>	Internship role	9	2020-06-09 16:08	Lucy Southall
<input checked="" type="checkbox"/>	Digital	10	2020-06-10 14:18	Holly Garraway

Mind (English) / Vacancies and volunteer...

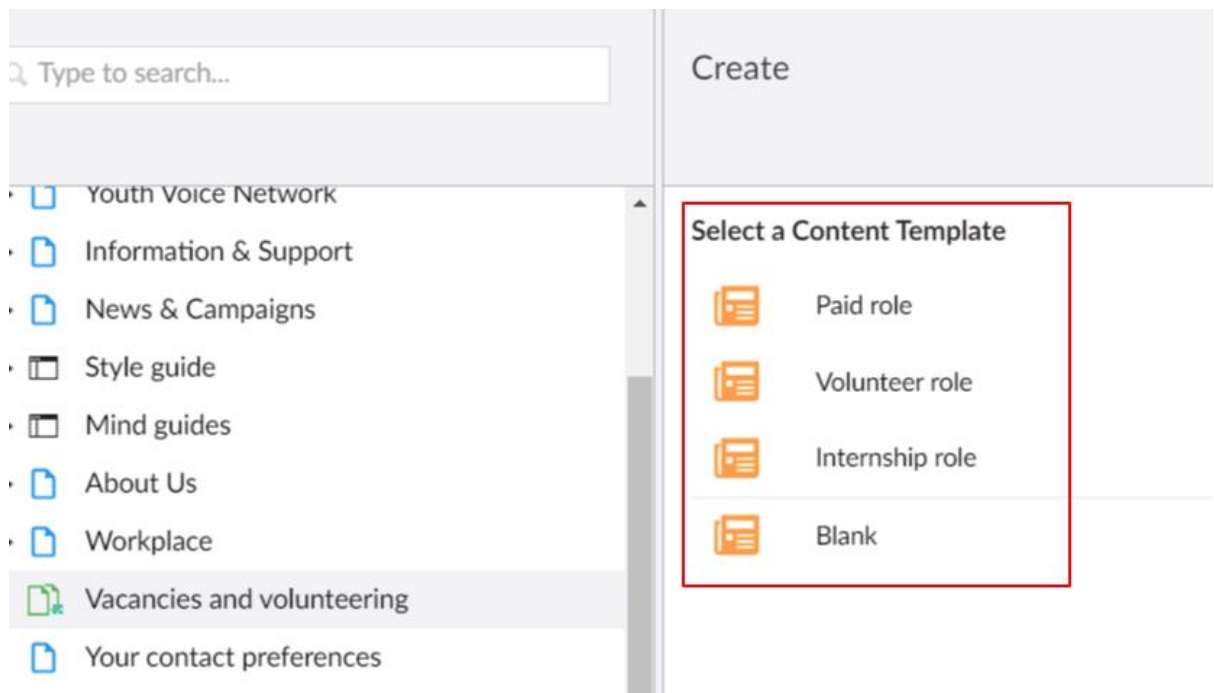
Preview Save and publish

3. To create a Vacancy

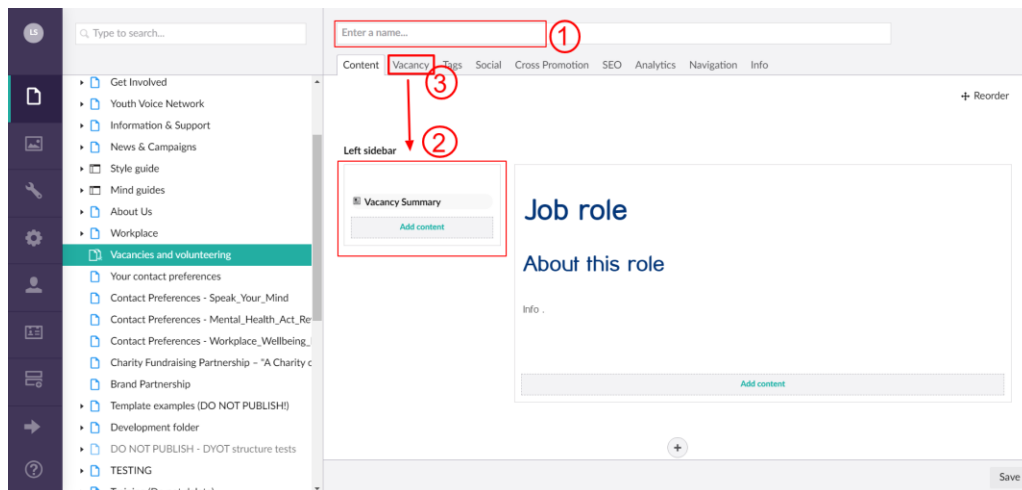
- 1st On the Vacancies and volunteering side tab 'Left click' the 3 dots to the right (img no. 1)
- 2nd Select the Vacancy content type (img no. 2)



4. **Templates** – you will be taken to a selection of pre-configured templates for different job opportunities, select the one appropriate for your opportunity.



## 5. Template basics



- 1st. Complete the page name this is the vacancy title, press 'Save' button in the lower right of the screen, we recommend saving regularly when creating content.
- 2nd. The 'Left sidebar' will auto-populate the key information about the role which is managed through the 'Vacancy' tab
- 3rd. Vacancy tab
- 4th. Job role – content about the role

## 6. Vacancy tab

Basildon Mind - Counselling Manager												
Content	Vacancy	Tags	Social	Cross Promotion	SEO	Analytics	Navigation	Info				
Vacancy Title	Basildon Mind - Counselling Manager											
Posted Date	<input type="text"/>											
Interview Date	2020-07-13											
Application Deadline Date	2020-06-29											
Labels	<input type="checkbox"/> Contract type <input type="checkbox"/> Hours <input type="checkbox"/> Salary <input type="checkbox"/> Where											
Link	<table border="1"><thead><tr><th>Caption</th><th>Link</th></tr></thead><tbody><tr><td>Apply here</td><td><a href="http://www.basmin">http://www.basmin</a></td></tr></tbody></table>								Caption	Link	Apply here	<a href="http://www.basmin">http://www.basmin</a>
Caption	Link											
Apply here	<a href="http://www.basmin">http://www.basmin</a>											

Go to the 'Vacancy' tab and complete the first section of the details

- 1st Vacancy Title
- 2nd Posted Date – not mandatory
- 3rd Interview Date – if this is more than one date ignore this field and you can add a 'Text Label' which is next
- 4th Application Deadline Date – if you require to add a specific time add the date here then add a 'Text Label'

You will note that not all the fields are mandatory to facilitate the different types of roles offered. If the **application deadline date is not completed** the role will appear at the end of the listings page.

## 7. Labels

This area allows you to control the information, which is displayed on the left of the page, the template is setup with the commonly used fields for the vacancy template type you have chosen.

Labels

1

Contract type

Label Contract type

Text Permanent

Subtext

Hours

Salary

Where

1st Click the small arrow to the left of a Label to expand it for editing

2nd Contract type: enter the value

3rd Salary: enter the details

4th Hours: enter the details

5th Where:

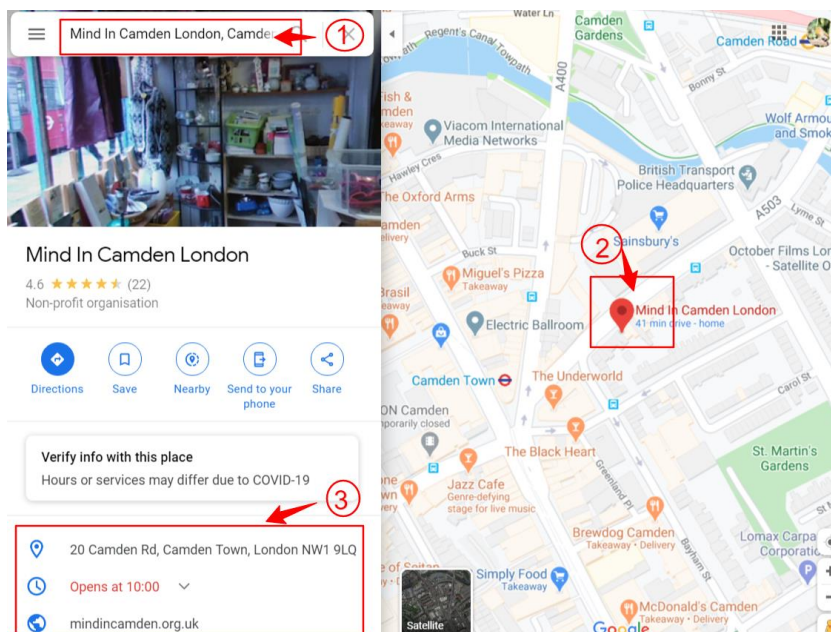
This is the Geolocation and links to a Google map you can either: drop and drag the pointer or add the grid reference GeoLocation reference from Google Maps

### Finding a map reference

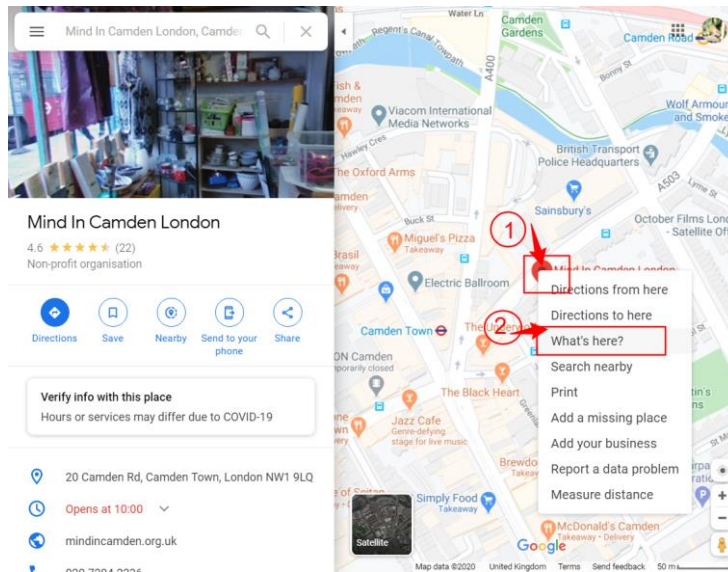
1st. Search for the location

2nd. Check on the map this is correct

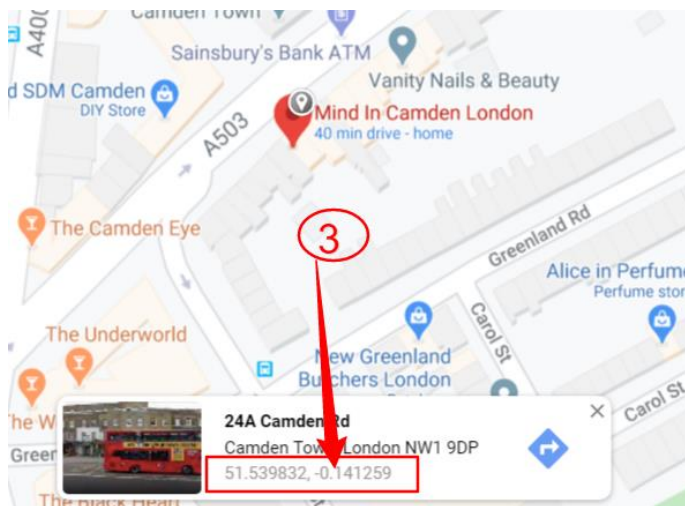
3rd. Reference against address



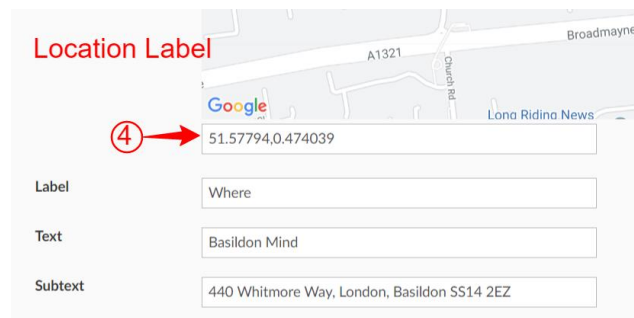
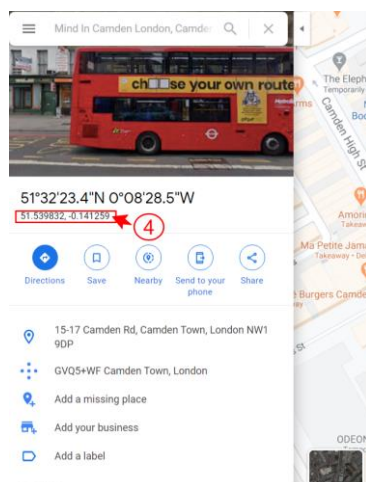
- 1st. Right click on the pin to open menu
- 2nd. Click What's here?



- 3rd. Left click and open the grid reference



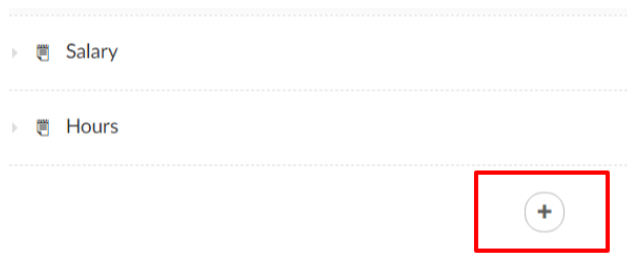
- 4th. In the left hand panel of Google maps the grid reference will now display, copy this and return to your Vacancy and paste into the Location Label.



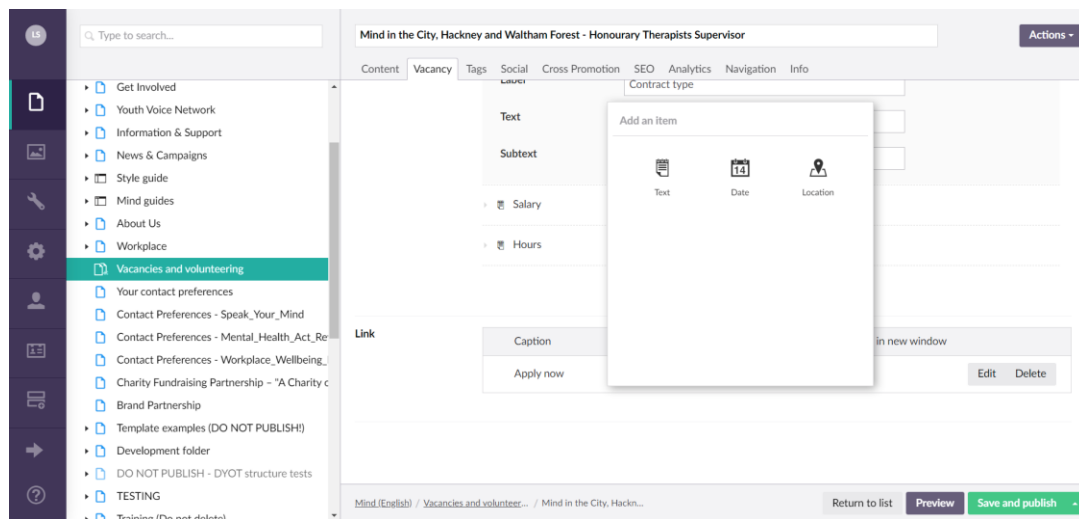


## 8. Adding additional Labels or removing a Label

1st To add a **new label** click the **+** symbol below the last label in the stack

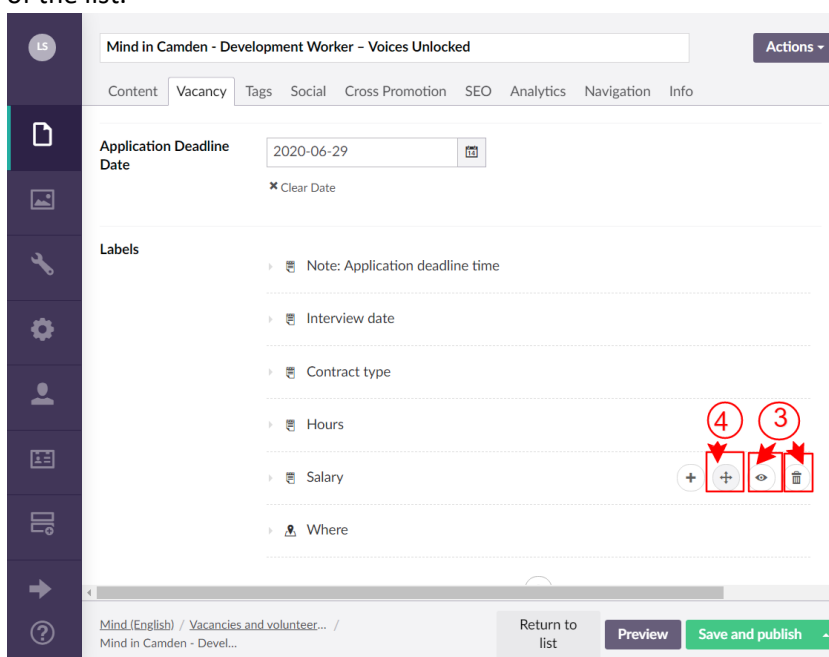


2nd You select the relevant label type **Text, Date or location**



3rd To remove a label hover or expand the label out and either select the eye hide symbol or the bin to delete it.

4th Re-order the list by clicking on the target cross and drag the Label to the correct location, below you can see that there has been a couple of have been added and moved to the top of the list.



## 9. Apply now button link

- 1st Add Caption: **Apply now**
- 2nd To add the link to the button add the external link or the website for the application to go to.
- 3rd Select Open in new window and Save

Link

Caption	Link	Open in new window
Apply now	<input type="text"/> or choose internal page	<input checked="" type="checkbox"/>

Save

## 10. Tags

- 1st Move to the next tab at the top for the page 'Tags', these tags are important for the search filter on the Listings page and enable the filtering.
- 2nd The Informational tags will define the role type and will be set for the template type you have selected
- 3rd Update Role type by clicking Add and then selecting from the bottom of the list the correct role type; you can have multiple role types
- 4th Location Tag – this ensures that the listing will appear when the Region filter is used in the Listing view.

Mind in Camden - Development Worker - Voices Unlocked

Content Vacancy **Tags** Social Cross Promotion

Informational tags

- Permanent  
<https://admin.mind.org.uk/informational-tags/volunteering-listings/permanent/>

Location tags

- London  
<https://admin.mind.org.uk/location-tags/>

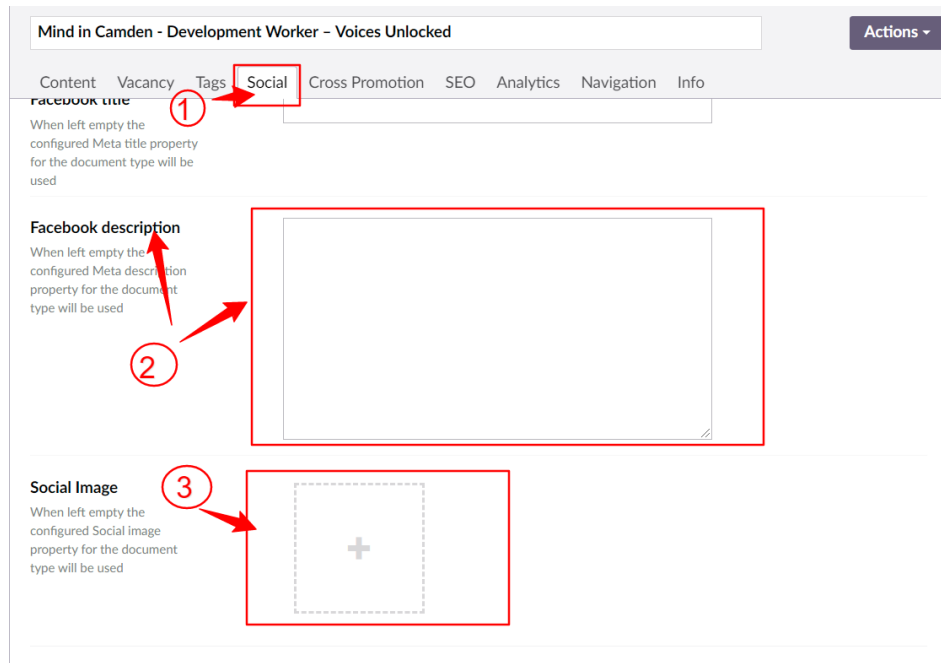
Service tags

- Self-esteem
- Wellbeing
- Human rights
- Victim support
- Bereavement
- Carers
- Blue Light
- Christmas
- Drugs and alcohol
- Mental Health Act Review
- Trauma
- Welsh (Cymraeg)
- Vacancies and volunteering listings**
  - Permanent
  - Volunteering
  - Contract
  - Internship

Mind (English) / Vacancies and volunteer... / Mind in Camden - De... Close Submit

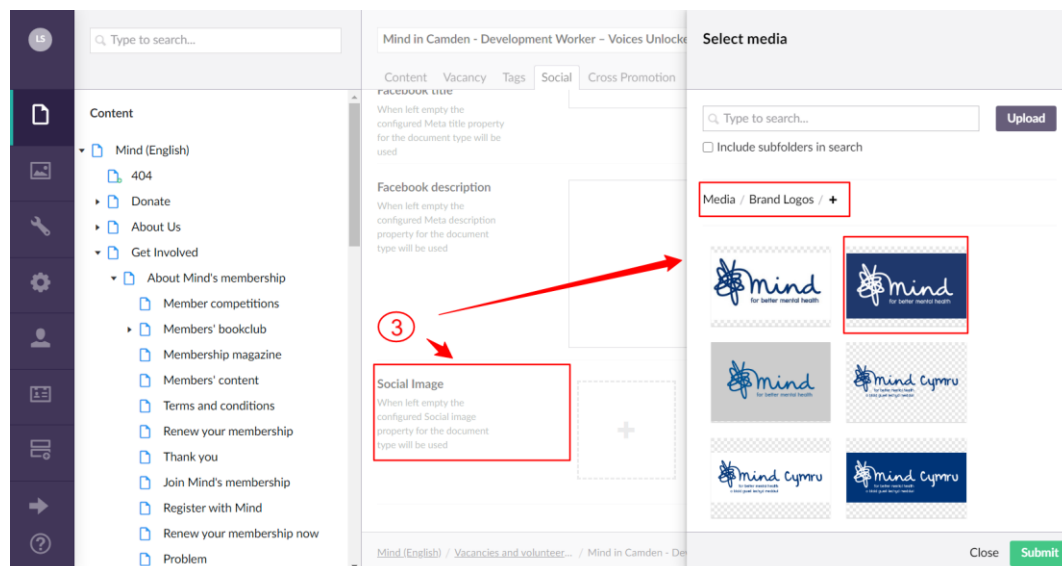


## 11. Social Tab



There is now Social Sharing across the site so please ensure that you check this

- 1st Select Social tab
- 2nd Twitter and Facebook can have custom content so please review this otherwise the default will be the Title and first paragraph content
- 3rd If no image is selected upload an appropriate image or the Mind White on Blue logo this can be found in the Brand Logos folder



## 12. Cross Promotion

This is essential for how your Vacancy shows in the Listing view

1st Cross Promotion tab

2nd Name – this is just your Job Title as it will show in the listing

3rd Summary – select a short piece of text which will show in the Listing View

4th Image this isn't used in the listing currently so don't worry about this

Mind in Camden - Development Worker - Voices Unlocked

Content Vacancy Tags Social **Cross Promotion** SEO Analytics Navigation Info

**Name**  
Name used to represent this content on other pages. If no name is specified, the name of the Umbraco node is taken.

Mind in Camden - Development Worker - Voices Unlocked

**Summary**  
A summary of the content

We are seeking a motivated, creative and confident individual for th

**Image**  
Image used to represent the content in other parts of the site.

## 15. SEO Tab

Mind in Camden - Development Worker - Voices Unlocked **Actions**

Content Vacancy Tags Social Cross Promotion **SEO** Analytics Navigation Info

**Content type**  
Used to distinguish under what grouping this page will appear under website search results

Add

**Snippet preview**

[Mind in Camden - Development Worker - Voices Unlocked | Mind, the mental health charity - help for mental health problems](https://admin.mind.org.uk/vacancies-and-volunteering/mind-in-camden-development-worker-voices-unlocked/)  
<https://admin.mind.org.uk/vacancies-and-volunteering/mind-in-camden-development-worker-voices-unlocked/>  
The SEO description is missing from properties or the generated template.

**Focus keyword**  
The keyword you want to rank this page for, example:  
Umbraco editor

**SEO title**  
When left empty the configured SEO title property for the document type will be used

1st Content type : not required

2nd **Snippet preview:** how your listing will appear in search engine search

3rd Focus Keyword: these are automatically added on the templates

- 4th **SEO title** – Adjust if you have a long vacancy title, all search terms are appended with the Mind strapline
- 5th **SEO Description** – This should be amended to reflect the vacancy as with the Cross Promotion tab previously
- 6th **Validation** – this is currently not working correctly so ignore
- 7th **Keywords** – these are automatically added on the template you can amend

## 16. Info Tab

The screenshot displays the 'Info Tab' for a page titled 'Mind in Camden - Development Worker - Voices Unlocked'. The interface includes a top navigation bar with tabs for Content, Vacancy, Tags, Social, Cross Promotion, SEO, Analytics, Navigation, and Info (selected). The main content area is divided into several sections:

- Links:** Contains two external links, both pointing to the same URL: <https://www.mind.org.uk/vacancies-and-volunteering/mind-in-camden-development-worker-voices-unlocked/>.
- Scheduled Publishing:** Features 'Publish at' and 'Unpublish at' buttons, each with a 'Set date' link.
- General:** Shows the 'Status' as 'Published' and the 'Created Date' as '19 June 2020 10:21 by Lucy Southall'.
- History:** Shows a recent edit by 'Lucy Southall' on '25 June 2020 10:36', with a 'Publish' button and the text 'Save and Publish performed by user'.

1. Info Tab
2. History of who has edited the page last
3. Publishing status
4. Scheduling ability – ask Webedits to set this up if you need a page to publish or unpublish on a certain day/ time
5. URL for the page

## 18. Adding page content

Content Vacancy Tags Social Cross Promotion SEO Analytics Navigation Info

[+ Reorder](#)

▣ Vacancy Summary  
[Add content](#)

# Job Title

## About the role

Details about the role

## How to apply

Process

If the application is by

- **email** add the link here
- **link to a website** add to the link in the **Vacancy tab**

Mind reserve the right to close the vacancy to applications earlier, should we receive a high volume of strong candidates – therefore we encourage an early application.

Mind is an equal opportunities employer.

## Documents

With the template there are sections set out to fill in with guidelines of the content to add

Your listing is finished now just save and send to publish at [webedits@mind.org.uk](mailto:webedits@mind.org.uk)