



ADSO jobs service - Term and Conditions

Definitions

- 'We', 'Us' or 'Our' refer to "Association of Democratic Services Officers (ADSO)
- 'Client' or 'Clients' means any company, organisation, firm, agency or person purchasing services from Us;
- 'Recruiter' or 'Recruiters' means any Client using this Website for recruitment purposes;
- 'Applicant', 'Applicants', 'Candidate', 'Candidates', 'Jobseeker' or 'Jobseekers', 'Member' or 'Members' means any Client using this Website for career related purposes;
- 'User', 'Users', 'You', 'Your' and 'Yours' means either the Candidate, the Recruiter, and/or any other person using the Website, respectively as applicable in the circumstances.
- 'Intellectual Property Rights' or 'IPR' means all intellectual property rights wherever in the world arising, whether registered or unregistered (inclusive of any application), including, but not limited to, copyright, source codes, know-how, confidential information, trade secrets, business and trade names, domain names, trade and service marks, and database rights;
- 'Material' or 'Materials' means the content recorded on the Website by either the Candidate and/or the Recruiter, or provided to Us from time to time for Us to incorporate into the Website, including, but not limited to, job vacancy advertisements and CVs;
- 'Services' covers any services made available by Us from time to time, and includes all Materials, products and goods;
- 'the Website' and 'this Website' mean Our Website, all Materials and information thereon, and the associated database;
- 'T&C' means these Terms and Conditions.

1. General

1.1 These T&C relate to the supply of Services by "ADSO". Use of the Website, or any request for Our Services, or payment made for such Services, constitutes Your acceptance of these T&C.

1.2 We reserve the right to revise and change the content of the Website (including the Services We offer) and these T&C at any time without prior notice or notification. Any changes to these T&C will be posted on the Website and by continuing to use the Website following any such change the Candidate and/or Recruiter are bound by those changes. It is Your responsibility to ensure that You remain up to date with all of Our T&C.

2. Services

2.1 The Services provided by Us are focussed on advertising job vacancies in organisations (usually in the governance field), and include, but are not limited to,

- the option for Recruiters to advertising genuine job vacancies on the Website
- the provision of "email alerts to members informing them of job advertisements posted by Recruiters
- The option for Jobseekers to advertise their services and availability for work





2.2 Job advertisements will be for genuine vacancies only usually relating to jobs in the corporate governance, democratic services and scrutiny field (but not limited to these)

2.3 Job seekers will offer their genuine services they can perform either relating to corporate governance, democratic services and scrutiny, but not limited to these.

3. Your advert/jobs listing

We offer two main services for recruiters, job listings and email alerts.

3.1 Recruiters - jobs listing

3.1.1 Jobs listing Materials and information is to be submitted to Us as per the headings on the online submission form found on the [website](#)

3.1.2 Unless You tell us otherwise, your jobs listing will be added to the Website (go live) within two working days of your Materials being received.

3.1.3 Details of Your jobs listing will be included in an issue of the ADSO weekly newsletter sent via email during the period when the advert is live.

3.1.5 Your jobs listing will be posted on Our social media channels unless You instruct us otherwise.

3.1.6 As the Recruiter, You are responsible in respect of any Material You request to be placed on the Website, notwithstanding that You may be acting directly or indirectly for a third party. It is Your responsibility to ensure that:- The Material submitted to Us is accurate, legal, decent, honest and truthful and complies with all applicable laws, rules, regulations and codes and that no Material contains any data, image or other Material that:- is offensive, obscene, indecent or deemed inappropriate by Us

3.2 Recruiters - Email alert

Email alerts can be sent to Our members promoting Your vacancy, this an additional service we provide at an additional cost (to the job listing advert). This paid service is only available once you have advertised the vacancy with us.

3.2.1 Unless you tell us otherwise Your Email alert will be sent out within 10 days of jobs listing going live.

3.2.2 The email will contain details of the job listing as per the ADSO website.

3.2.3 The email alert will be sent to all of Our members as per the website database.

At the time of submitting details of Your job listing via the online [submission form](#) you will have the option to select this additional service.

3.2 Job Seekers

3.2.1 Unless you tell us otherwise, your listing seeking employment will be added to the Website within two working days of your materials being received.

3.2.2 You agree that we may publish your personal details (name, location, email address, telephone number, details about yourself) that you upload using the online form, on the public part of our website





3.2.3 You acknowledge that Recruiters will contact you directly with no intervention or vetting by Us.

3.2.4 As the Job seeker, You are responsible in respect of any Material You request to be placed on the Website, notwithstanding that You may be acting directly or indirectly for a third party. It is Your responsibility to ensure that:- The Material submitted to Us is accurate, legal, decent, honest and truthful and complies with all applicable laws, rules, regulations and codes and that no Material contains any data, image or other Material that:- is offensive, obscene, indecent or deemed inappropriate by Us.

3.2.5 Please be aware that ADSO have no control on who can access the data and how it is used. (including any robots which routinely collect personal data to contact people about other services or provide spam mail)

4. Prices/Payments

4.1 Prices for Recruiters

4.1.2 Jobs listing - Prices

£350 (excl VAT) for ADSO members,
£450 (excl VAT) for non ADSO members,
Costs are per advert,

4.1.3 Email alert - Prices

£130 (excl VAT) for ADSO members
£180 (excl VAT) for non ADSO members
Costs are per email alert

Please note that Our job listing and email alert options are separate services with separate prices as outlined above. Also, you cannot purchase the Email alert without the Job listing.

4.1.4 Re-advertise same vacancy

If you readvertise the same job listing within 30 days (from end of advert) a 30% discount will apply as follows:

4.1.5 Jobs listings

£245 (excl VAT) for ADSO members,
£345 (excl VAT) for non ADSO members,
Costs are per advert,

4.1.6 Email alert

£90 (excl VAT) for ADSO members





£125 (excl VAT for non ADSO members)

Costs are per email alert

For re-advertisements please contact Wayne Chandai in the first instance

wayne.chandai@adso.co.uk

4.2 Prices for Job seekers

Please contact us wayne.chandai@adso.co.uk

4.3 Payment

4.3.1 Recruiters and Job seekers using this Website agree to pay the relevant prices quoted on the Website or advised by Us, together with VAT at the then rate. Unless different credit terms have been agreed beforehand, the Recruiter or Job seeker agrees to pay each invoice within 30 days of the date of invoice, unless alternative terms are agreed in writing by both parties.

4.3.2 In accordance with the Late Payment of Commercial Debts Act 1998, any late payments will incur a late penalty charge of £25.00 (plus VAT). You will be responsible for all money owed, interest, late charges and the administration fee, and will also be liable for all charges incurred by Us due to Your late or non-payment, for whatever reason.

4.3.3 All payments are in UK Sterling, and all costs/prices are displayed on the Website are exclusive of VAT unless stated otherwise

5. Termination

5.1 We can, without prior notice, fully or partially interrupt, suspend or terminate Our Services to You without loss or reduction of rights if You break or contravene any part of these T&C;

You can cancel Your jobs listing prior to it going live, once it has gone live regardless of the period, you will be expected to pay the full costs of the service.

6. Use of information

6.1 The Use of information Information will be collected and recorded in accordance with the Privacy Policy. You acknowledge and agree to be bound by the terms of Our Privacy Policy.

7. Ownership and Copyright





7.1 The Website functionality, templates, design and hosting remain the property of ADSO.

8. Disclaimers

8.1 We make no warranty that this Website will be available on an uninterrupted basis, or that its functionality is error free.

8.2 We reserve the right to make any changes to website as we deem necessary at any time.

8.3 We cannot be held responsible for any inaccurate information provided by others, but will act immediately on any inaccurate information.

END

