



HOW TO LIST A VACANCY WITH SSSA

Guide to Using the Jobs Board on SSDAalliance.com

The WP Job Manager plugin has been installed and configured for use on ssdalliance.com

FRONT END OF WEBSITE

There are 3 main Job pages on the front end of the website.

The Jobs page:

<https://www.ssdalliance.com/jobs/>



The screenshot shows the 'Jobs' page on the SSDA Alliance website. The page has a dark blue header with the SSDA Alliance logo and navigation menu. Below the header is a 'Jobs' section with a search bar and a list of job listings for 'Working for Tourism in the South of Scotland'.

Working for Tourism in the South of Scotland

Keywords: Location: Search Jobs

Freelance Full Time Internship Part Time Temporary

Restaurant Supervisor Knockinaam Lodge	Portpatrick, Nr Stranraer	Full Time Posted 3 weeks ago
Waiting Staff Knockinaam Lodge	Portpatrick, Nr Stranraer	Full Time Posted 3 weeks ago
Kitchen Porter Knockinaam Lodge	Portpatrick, Nr Stranraer	Full Time Posted 3 weeks ago
Chef de Partie Knockinaam Lodge	Portpatrick, Nr Stranraer	Full Time Posted 3 weeks ago

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The Jobs Dashboard:
<https://www.ssdalliance.com/job-dashboard/>

This will be a member specific page, to allow each Member access to their own job postings. From here they will be able to **Edit** / **Mark as Filled** / **Duplicate** and **Delete** their own job listings.



My Account Job Dashboard Post a Job Members Portal Contact Newsletter Signup

SOUTH OF SCOTLAND DESTINATION ALLIANCE

HOME ABOUT MEMBERSHIP SCOTLAND STARTS HERE TRAVEL TRADE TOOLKITS EVENTS NEWS

Job Dashboard

Your listings are shown in the table below.

Title	Filled?	Date Posted	Listing Expires
Restaurant Supervisor ★ Edit · Mark as Filled · Duplicate · Delete	-	August 19, 2021	October 1, 2021
Waiting Staff ★	-	August 19, 2021	October 1, 2021
Kitchen Porter ★	-	August 19, 2021	October 1, 2021
Chef de Partie ★	-	August 19, 2021	October 1, 2021

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Important Things to Note:

- The Jobs page is available and open to see by the public
- The job dashboard and post a job pages are only available to members / logged in users

Additional Support from SSDA to our Members

- The SSDA will support you as a business to promote your job vacancies through SSDA social channels and our newsletters
- The SSDA will be marketing the 'Jobs Page' to drive traffic and showcase the vacancies in the South.
- We can provide you with a note of traffic to your vacancy through the SSDA website / social on request.



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Terms and Conditions:

- Please note that once you have completed your listing a member of the SSSDA team will authorise your listing before it is published.
- Please ensure the data you enter is correct and the links are working
- Please use the correct formatting of lower and upper case, the presentation of your vacancy is your responsibility.
- It is your responsibility to write the content
- There is no ownership / responsibility for the SSSDA
- All candidates will select the links / apply directly with yourself as a business.
- Once a role has been filled, it is YOUR responsibility to note the post as filled.
- Please note that SSSDA are only providing the support of promoting your vacancy, we can not be held responsible for any candidates that contact you / applications etc.
- Should you be having any difficulty completing your vacancy or are having any issues please contact your dedicated development agent.



NEED HELP? CONTACT THE TEAM



Jemma Reid

Project Manager



Yvonne Wagoun

Travel Trade
Specialist



Vanessa Wegstein

Digital Marketing
Coordinator



Gowan Miller

Development Agent
Central

Gowan@ssdalliance.com



Sarah MacDonald

Development
Agent East

sarah@ssdalliance.com



Lesley Watson

Development
Agent West

lesley@ssdalliance.com

