

# Virtual Jobs Fair

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Employer/Stakeholder toolkit.



The following toolkit is designed to support employers and stakeholders actively participate in the upcoming Virtual Jobs Fair which will be hosted by the National Careers Service from the 20th July to the 24th July 2020. For any further questions not answered within this toolkit please contact [national.careersservice@education.gov.uk](mailto:national.careersservice@education.gov.uk)



NationalCareersService



@NationalCareers



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# AIMS

The aim of the Virtual Jobs Fair is to provide a free, easy and safe way for citizens to access live job vacancies across England during a period of economic uncertainty. At the same time, we want to ensure everyone can access free and impartial advice and guidance.

We are aiming to bring together citizens, local careers and employment support teams and employers to enhance the customer experience of the Virtual Jobs Fair and bring to life the opportunities on offer.

The event will be visiting 9 regions of England across the week in 1 hour time slots on Facebook and Twitter.

# HOW YOU CAN SUPPORT US

## EMPLOYERS

We invite employers with vacancies to get involved and showcase their opportunities. We want you to:

- Post your opportunities on Twitter using #JobsHour
- Take part on Facebook. A regional event has been set up for each of the 9 regions, you can post directly into the event so that it can be part of a wider discussion. If your vacancies are spread across the country you can participate in as many of the jobs hours as you need to.
- Bring the Virtual Jobs Fair to life by being online and encourage those taking part to chat to you in the comments/replies to find out more.

## STAKEHOLDERS

We need your help to raise awareness of the Virtual Jobs Fair, you can do this by:

- Using the assets provided to create your own content and reach out to job seekers and/or employers on your own channels.
- Retweet/share content from our channels
- Use your networks to share this toolkit with employers who may have opportunities to fill

Any support you are able to give is appreciated.



# ASSETS

We have produced a range of assets for you to use to help promote the Virtual Jobs Fair and your involvement. We have attached the images alongside this toolkit, if you require assets in a different specification or format please contact us.

## TIMETABLE

# Virtual Jobs Fair

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## Timetable

South West & Oxfordshire	Monday 20th July - 11am - 12pm
East Midlands & Northamptonshire	Monday 20th July - 1pm - 2pm
South East	Tuesday 21st July - 11am - 12pm
East of England & Buckinghamshire	Tuesday 21st July - 1pm - 2pm
North West	Wednesday 22nd July - 11am - 12pm
Yorkshire & Humber	Thursday 23rd July - 11am - 12pm
West Midlands & Staffordshire	Thursday 23rd July - 1pm - 2pm
London	Friday 24th July - 11am - 12pm
North East & Cumbria	Friday 24th July - 1pm - 2pm

“

Each region across England has a 1 hour time slot, during this hour we will be live on Facebook and Twitter posting job opportunities and providing job seekers support. We are asking that you join us live during the hour to post your opportunities, raise awareness of your organisation and answer questions from job seekers who may be interested in applying for your positions.

”

# We're in!

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We'll be joining the National Careers Service's Virtual Jobs Fair. We'll be posting live job opportunities, and we'll be online to answer your questions.



20th - 24th July #JobsHour

# On board for the Virtual Jobs Fair!

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Company name

Region: ???

Date: ???

Time: ???

We will be.....

20th - 24th July #JobsHour

“

We want to celebrate having employers involved in our Virtual Jobs Fair to demonstrate that we are coming together to offer support during a very difficult time.

You are not obligated to use these assets but we may ask your permission to use your company logo to showcase the employers that we have on board for the event.

We welcome you to raise awareness of jobs, apprenticeships, work experience, volunteering and learning opportunities through this event.

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# KEY INFORMATION

## TWITTER

Twitter handle: @NationalCareers

Event hashtags: #JobsHour #VirtualJobsFair

## FACEBOOK

Facebook handle: @NationalCareersService

## Links to events

Main event: [www.facebook.com/events/307676313702284](http://www.facebook.com/events/307676313702284)

South West & Oxfordshire: [www.facebook.com/events/286897279320239](http://www.facebook.com/events/286897279320239)

East Midlands & Northamptonshire: [www.facebook.com/events/728573241044476](http://www.facebook.com/events/728573241044476)

South East: [www.facebook.com/events/696471697859613](http://www.facebook.com/events/696471697859613)

East of England & Buckinghamshire: [www.facebook.com/events/226631308326194](http://www.facebook.com/events/226631308326194)

North West: [www.facebook.com/events/4060718867303998](http://www.facebook.com/events/4060718867303998)

Yorkshire & Humber: [www.facebook.com/events/346670156324363](http://www.facebook.com/events/346670156324363)

West Midlands & Staffordshire: [www.facebook.com/events/2705832056331665](http://www.facebook.com/events/2705832056331665)

London: [www.facebook.com/events/3138384849583114](http://www.facebook.com/events/3138384849583114)

North East & Cumbria: [www.facebook.com/events/658069088387419](http://www.facebook.com/events/658069088387419)

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# KEY INFORMATION

## ASSET INFO

Alongside this toolkit you will see a range of employer assets as well as some general assets to help raise awareness of the event amongst your support or professional networks.

We will support with the making of your 'On Board' asset and will ask for your permission to use your company name and logo. We will share your involvement in the event on our social media channels and we are grateful for any contribution you can offer to our followers throughout.

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## GENERAL ASSETS

### Virtual Jobs Fair

20th - 24th July #JobsHour

Open and free to everyone in England looking for employment.

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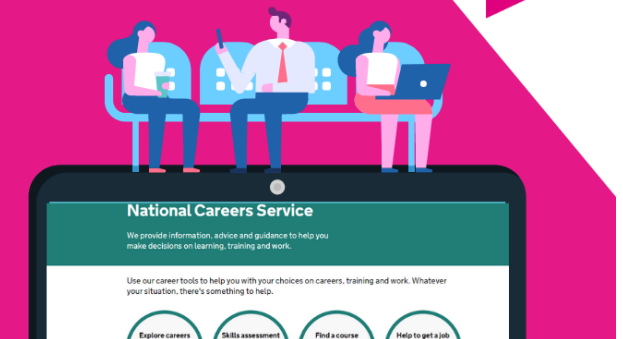
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