

# Back To Work Connect

## Back To Work Connect PAYG Job Advertising Terms & Conditions

These Terms apply to Pay As You Go ("PAYG") job advertising purchased from Back To Work Connect. PAYG advertising is intended for employers and organisations advertising genuine employment opportunities.

By purchasing or using a PAYG Job Advertising option, you agree to these Terms.

### 1. PAYG Advertising Options

Back To Work Connect currently offers:

- Start with One Role – €150 + VAT  
One job advertisement published for up to 30 days.

And

- Flexible Hiring Pack – €250 + VAT  
Three job advertising credits, with each credit covering one full-time vacancy published for up to 30 days.

Employers purchasing the Flexible Hiring Pack also receive free advertising of qualifying part-time vacancies for 12 months from the date of purchase, subject to fair usage and these Terms. Additional Job Credit Packs may be purchased as required.

Prices may change from time to time. The price applicable is the price displayed at the time of purchase.

### 2. Payment

Payment is required in advance before a vacancy can be published.

Prices are quoted exclusive of VAT unless otherwise stated.

A job credit is only considered used once the submitted vacancy has been approved and published by Back To Work Connect.

### 3. Submitting a Vacancy

Employers are responsible for submitting each vacancy they wish to advertise through the Back To Work Connect Job Submission Form.

Back To Work Connect will aim to review submitted vacancies within two working days.

PAYG is a self-managed advertising service. Back To Work Connect does not proactively monitor an employer's careers page for new vacancies under this service.

### 4. Job Advertising Period

Approved vacancies will normally remain live for a maximum of 30 days, unless an earlier closing date is supplied by the employer.

A listing will close on the stated closing date or after 30 days, whichever occurs first.

PAYG vacancies are not automatically refreshed or relisted to return them to the top of the Jobs Board.

If an employer wishes to advertise the vacancy again following expiry, a new job credit may be required.

### 5. Free Part-Time Job Advertising

Employers who purchase the Flexible Hiring Pack can advertise qualifying part-time vacancies free of charge for 12 months from the date the pack is purchased.

Part-time vacancies do not use one of the three paid job credits.

This benefit is not included with the €150 single-role option.

Free part-time advertising is subject to fair usage and is intended for genuine part-time employment opportunities. Back To Work Connect reserves the right to determine whether a vacancy qualifies for free part-time advertising.

## Back To Work Connect

Free part-time advertising is limited to 12 part-time vacancies during the 12-month promotional period, unless otherwise agreed with Back To Work Connect.

### 6. Job Content and Employer Responsibilities

Employers are responsible for ensuring that all information supplied is accurate, current and lawful.

Vacancies must represent genuine employment opportunities.

Employers must provide:

- a clear job title and description;
- location and working arrangement;
- employment type and, for part-time vacancies, contracted hours;
- salary or salary range;
- closing date where applicable; and
- a valid application link or application method.

Employers must notify Back To Work Connect if a vacancy is filled, withdrawn or materially changed before its advertised closing date.

### 7. Salary Transparency

Back To Work Connect requires a salary or salary range to be provided for all new vacancies advertised on the platform.

This is a Back To Work Connect advertising requirement and forms part of our commitment to transparent and accessible recruitment.

### 8. Review and Approval of Vacancies

All vacancies are subject to review by Back To Work Connect before publication.

We may ask an employer to clarify or amend information before a vacancy is published.

Back To Work Connect reserves the right not to publish vacancies that are incomplete, misleading, discriminatory, inappropriate for our community or inconsistent with our platform standards.

Where a vacancy is not approved for publication, the associated job credit will not be used.

### 9. Applications and Recruitment

Back To Work Connect is not a recruitment agency.

Candidates apply directly to the employer through the application route supplied with the vacancy.

The employer is solely responsible for its recruitment and selection process, including reviewing applications, interviewing candidates, making hiring decisions and communicating with applicants.

Back To Work Connect does not guarantee a minimum number of applications, interviews or hires from any advertisement.

### 10. Reporting

PAYG employers may receive an annual traffic and engagement report showing available information relating to their job advertising activity.

Back To Work Connect cannot guarantee visibility of candidate activity once a candidate leaves the BTWC platform and enters an employer's own recruitment or applicant tracking system.

### 11. Refunds and Unused Credits

Job advertising purchases are made for business recruitment purposes.

Once a vacancy has been approved and published, the corresponding job credit is considered used and is non-refundable except where required by law.

## Back To Work Connect

Unused credits are not normally refundable simply because an employer's recruitment requirements change or the employer chooses not to use them.

Where Back To Work Connect is unable to provide a purchased advertising service, we will offer an appropriate replacement credit or refund for the affected service.

### 12. Results

While Back To Work Connect provides access to our community of Returners, career changers and experienced professionals, we cannot guarantee:

- a particular number of views or applications;
- the suitability of individual applicants;
- interviews or shortlisting; or
- a successful hire.

Advertising performance will vary depending on the role, location, salary, flexibility, candidate demand and other factors.

### 13. Changes to Vacancies

Minor corrections to a live advertisement can be made without using another credit.

Material changes that effectively create a different vacancy may require a new job credit.

### 14. Flexible Hiring Pack Benefit

The free part-time advertising benefit is a promotional benefit attached to the Flexible Hiring Pack and lasts for 12 months from the original purchase date.

Purchasing additional credits during an active promotional period does not automatically restart the 12-month free part-time advertising period.

### 15. Employer Partnerships

PAYG Job Advertising is separate from Back To Work Connect's Returner-Friendly Employer Partnerships.

PAYG does not include proactive job monitoring, managed employer presence, employer profile, Returner-Friendly Employer badge, Employer Spotlight, quarterly reporting, recruitment training or other partnership benefits unless specifically agreed in writing.

### 16. Changes to These Terms

Back To Work Connect may update these Terms from time to time. Any changes will apply to future purchases and will not remove services or benefits already purchased except where required by law or agreed with the employer.

### 17. Contact

Questions about PAYG advertising can be directed to:

Back To Work Connect

Unit 11 Naas Road Business Park

Muirfield Drive

Inchicore

Dublin 12

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