# A logo with a red and white circle  AI-generated content may be incorrect.

# Icon Job Advertising

# Booking form

# CONTACT DETAILS

|  |  |
| --- | --- |
| **Name** |  |
| **Contact email / tel. no** |  |
| **Company** |  |
| **Contact address** |  |
| **Registered number** |  |
| **Charity number** |  |
| **Finance contact details** |  |

# ADVERT DETAILS

|  |  |
| --- | --- |
| **Employer** |  |
| **Role Title** |  |
| **Date to be advertised** |  |
| **Advert closing date / time** |  |
| **Location** |  |
| **Job Type** | Permanent / Fixed-Term (If so, dates and duration). |
| **Working hours** | Full-time / Part-Time  |
| **Salary** |  |
| **Job level\*** |  | Early-career (av. £30,389) |
|  | Mid-career (av. £39,100) |
|  | Senior Professional (Av. £48,103) |
| **Deadline** |  |
| **Role description** |  |
| **How to apply** |  |
| **Images***You must have permission to use the images supplied* |  | Organisation logo attached |
|  | Banner image attached  |

# FOR OFFICE USE

|  |  |
| --- | --- |
| **Amount due** |  |
| **Advert / proof received** |  |

# TERMS & CONDITIONS

Payment terms are strictly 14 days from date of the invoice; all prices quoted are exclusive of VAT unless otherwise stated. A booking is only confirmed when a signed form has been received, forms can be emailed to mailto:paul.heitzman@cplone.co.ukIf you have any queries, please contact Paul Heitzman (mailto:paul.heitzman@cplone.co.uk)

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **Date** |  |

# NOTES

**\* Job level and salary assessment**

We will not take adverts that too not list salaries. Icon’s 2024 Conservation Salaries Survey identified that the average salaries across the conservation profession are:

* Early career: £30,389
* Mid-career: £39,100
* Senior Professionals: £48,103

Icon believes these should be the **minimum** salary expectations. We would strongly advocate for fair levels of remuneration that are in line with those expected by a highly skilled and technical profession.

If job adverts are placed on the Icon website with salary levels that fall below these benchmarks, we will place a banner on the advert. The banner will read:

**“The salary for this role falls below the average pay for a position at this level as identified by**[**Icon's 2024 Conservation Salaries Survey**](https://www.icon.org.uk/resource/conservation-salaries-survey-2024.html)**."**

Advertisers are required to self-assess the adverts and identify where they fall within Icon’s salary guidelines. Icon will review adverts against the self-assessment prior to advertising.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Early-career** | **Mid-career** | **Senior Professional** |
| **Minimum salary** | £30,389 | £39,100 | £48,103 |
| **Example job titles** | Assistant Conservator, Collections Care Assistant / Officer, Conservator | Conservator, Senior Conservator, Project Manager | Head of Department, Head of Section, Senior Conservator, Senior Manager |
| **Experience** | 0 to 2 years or 3 to 5 years | 3 to 5 years or 6 to 10 years | 6 to 10 years or more |
| **Knowledge** | Good working and background knowledge of area of practice | Depth of understanding of discipline and area of practice or good working and background knowledge of area of practice | Depth of understanding of discipline and area of practice |
| **People management** | No people management responsibilities, or Line management/ supervision of volunteers | No people management responsibilities or, Line management / supervision of volunteers, or Line management / supervision of trainees / junior staff members, or Line management / supervision of team | Line management / supervision of team or Line management / supervision of department |
| **Decision making** | Partial decision-making responsibilities within scope of conservation projects | Full decision-making responsibilities within scope of projects | Full decision-making responsibilities within scope of projects, or Full responsibility for work of the team / department |
| **Financial responsibilities** | No financial responsibilities | Financial responsibility within scope of individual projects | Financial responsibility within scope of team / department conservation budget or financial responsibility within scope of team |