**Icon

Description automatically generated**

**Posting a new contract or opportunity for a freelancer or business.**

For a freelancer please post in the relevant specialist group

For a business collaboration please post in B2B Collaboration

Please ensure when posting a new opportunity the following information is included as appropriate

Opportunity

[Company name] specializes in the [industry type] industry and is [detail about your company candidates/businesses will like] and [second detail about your company].

Delete as appropriate

**Option 1** We have an exciting opportunity for a [position name] to join our team. This position is well-suited to a [desired personality trait] person who is looking to [potential goal of the job].

**Option 2** We have a requirement for a (specialism) to deliver xxxxx

**Option 3** We are responding to a tender opportunity and require (insert specialism) freelancers or (specialism) business to collaborate with.

**Particulars**

1. Inside /Outside IR35
2. Retention Bonus on Offer – Yes/No
3. [Salary/Day Rate range or fixed price].
4. [Location].(Remote) (Hybrid Working)
5. Duration of the opportunity
6. Short Gig or Bid (Delete as appropriate)
7. Start date

**Responsibilities:**

[A short list of key responsibilities].

Requirements:

[A short list of the most essential requirements].].

**How to Apply:**

[Documents to include].eg portfolio link

[Method of application]. Eg TFB form or DM

[Application deadline].