



In this edition we'll cover:

- [NHS Jobs virtual classroom training is now live](#)
- [Reminder: NHS Jobs Spotlight event](#)
- [Amplify the NHS Pension Scheme benefits in your adverts](#)
- [Frequently asked questions](#)
- [Developing your portfolio - London 2025](#)
- [Help and support](#)

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## Did you know?

In August 2025 there were...



...on NHS Jobs?

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## Reminder: virtual classroom training is now live

From September, we're offering NHS Jobs training sessions using our brand-new virtual classroom. These sessions are designed to include:

- 'Show me' - a demonstration from a trainer
- 'Try me' - an opportunity to do it yourself
- 'Test me' - to check your knowledge and skills

We plan on delivering two sessions per week - one on a Wednesday morning and one on a Thursday afternoon.

You can submit your request using the [NHS Jobs training needs analysis \(TNA\)](#) for:

- managing your organisation's account, documents and templates
- creating, publishing and managing job listings
- scoring applications and shortlisting applicants
- inviting applicants to interview and managing schedules
- making and managing applicant job offers
- completing applicant pre-employment checks
- issuing and managing applicant contracts
- ending or continuing a recruitment process

### **Next steps**

Once your request is received, the NHS Jobs Training and Support team will contact you with an invitation to the requested training session(s).

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## Reminder: NHS Jobs Spotlight event

On Thursday 25 September, 10am to 11am, the NHS Jobs Stakeholder Engagement team will hold the next Spotlight event. Special guest speaker Matthew James, from NHS England, discussing Equality, Diversity and Inclusion in NHS recruitment.

The session includes product updates and a presentation from our Training team. All are welcome to attend, and you can sign up now via [Eventbrite](#). If you have any queries regarding the event, please email [nhsjobsengagement@nhsbsa.nhs.uk](mailto:nhsjobsengagement@nhsbsa.nhs.uk).

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## Amplify the NHS Pension Scheme in your adverts

Many NHS Jobs adverts miss a simple, but powerful, draw for potential applicants - the NHS Pension Scheme.

If you are an NHS organisation enrolled in the Scheme, highlighting this government-backed benefit can make your roles stand out and appeal to applicants who value long-term financial security.

For starters, employers can ensure that their job adverts mention the NHS Pension Scheme. They can also include concise information in the job overview about Scheme benefits, including:

- a pension payable for life, fully guaranteed by the government with employer contributions of 23.7%
- options for flexible retirement
- an optional one-off lump sum when you retire
- an ill health retirement pension, should you become too ill to work
- death benefits, including a lump sum and a pension for partners and dependent children
- ways to increase the value of your NHS pension

You can find out more information about the benefits of being in the NHS Pension Scheme in the [‘Benefits of the NHS Pension Scheme’ guide](#).

To further support you in showcasing one of the NHS’s most valuable employee benefits, you can also find further resources in the [NHS Pensions employer toolkit](#).

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## Frequently asked questions

Some of our most frequently asked questions last month included [how to issue a contract in the NHS Jobs service](#) and [if there is a character count when creating a vacancy](#). For the answers to these questions and more, [visit our FAQ page](#).

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## Developing your portfolio - London 2025

The national 'Developing Your Portfolio' conference, exhibition and awards on Saturday 11 October 2025 at St Thomas’ Hospital, London. The NHSBSA is not the event organiser. The event is partnered by GMC, NHS England, Stryker and healthcare leaders.

This event will allow NHS employers to:

- learn how portfolio careers can enhance retention and engagement
- discover strategies that recruitment teams can promote, to support staff development
- connect with a pool of motivated clinicians and innovators who could be future talent for your trust
- explore themes of leadership/management, global health opportunities, digital health and tackling health inequality

For the full programme and registration information visit:

[www.developingyourportfolio.com](http://www.developingyourportfolio.com).

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## Help and support

To help you get the most out of NHS Jobs, employers can:

- search FAQs via the [NHS Jobs Knowledge Base](#)
- access user guides and additional support at: [Help and support for employers](#)
- watch bitesize tutorial videos on the [NHS Jobs YouTube channel](#), and select the bell icon for future notifications
- complete eLearning courses at: [NHS Jobs employer eLearning](#)
- request instructor-led online training sessions at: [NHS Jobs employer training sessions](#)

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## Thanks for reading

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