



Business Services Authority

Your NHS Jobs newsletter



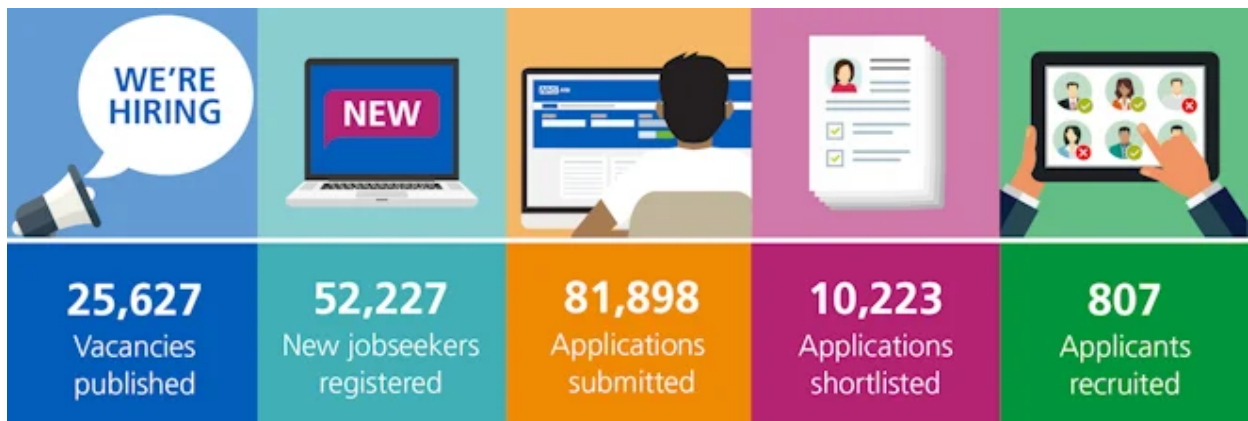
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [Reminder: NHS Jobs Spotlight event](#)
- [Highlighting the benefits of the NHS Pension Scheme in your job adverts](#)
- [Updates and events about NHS Jobs Training](#)
- [Your NHS Jobs user lists](#)
- [Frequently asked questions](#)
- [Help and support](#)

Did you know?

In October 2025 there were...



Reminder: NHS Jobs Spotlight event

Join us on Thursday 27 November, from 11am to 12pm, for updates on our latest products and a presentation from our Training team via Microsoft Teams. We will also be joined by the NHS Pensions team, who will be discussing the benefits of including information about NHS Pension Scheme eligibility in your job adverts, and how you can use this to attract applicants.

All are welcome to attend, and you can sign up now via [Eventbrite](#). If you have any queries, or the event is at maximum capacity and you would still like to attend, please contact nhsjobsengagement@nhsbsa.nhs.uk.

Highlighting the benefits of the NHS Pension Scheme in your job adverts

Are you missing a key opportunity to attract applicants? Last month, we highlighted the importance of including information about NHS Pension Scheme eligibility in your adverts, and how this enables applicants to see the full benefits package an employer can offer.

This month, we offer practical guidance on how to improve your job adverts. The below information is relevant to organisations who are eligible to offer the NHS Pension Scheme.

Why include NHS Pension Scheme information in adverts?

Candidates value transparency and long-term benefits. By including NHS Pension Scheme details, you can make your roles stand out and appeal to applicants.

What to include in your advert

Highlight key benefits:

- a pension payable for life, guaranteed by the government
- employer contributions of 23.7%
- flexible retirement options
- ill health retirement and death benefits
- lump sum on retirement options

How to include information in your adverts

Mention the NHS Pension Scheme in the 'overview of your organisation' section when creating your job advert. For example:

- the NHS Pension Scheme is open to NHS workers aged 16 to 75. It provides many important benefits for you and your family, including flexible retirement choices, an ill health retirement pension if you become too ill to work, life assurance and an optional lump sum on retirement
- as an NHS employee you'll have access to the NHS Pension Scheme, helping you plan for your future

A guide can be found [here](#) on how to add this content to your advert. We also have some great [step by step videos](#) too.

You can add supporting information documents to your adverts to highlight the benefits of the Scheme. There are some great resources available online, such as those in the [NHS Pensions Employer Toolkit](#). A guide can be found [here](#) on how to add documents to your document library and adverts.

You can access training via [NHS Jobs' virtual classroom sessions](#), which walk you through how to use the above functionality.

Supporting Resources:

- [NHS Jobs Help & Support for Employers](#)
- [NHS Pensions Employer Toolkit](#)
- [The NHS Pensions Podcast](#)

For more information on the NHS Pension Scheme and eligibility, visit the [NHS Pensions Employer Hub](#).

Updates and events about NHS Jobs Training

New onboarding process for NHS Jobs Training

We have been optimising our service to streamline the onboarding process for new organisations. We will continue to assume the responsibility for scheduling weekly onboarding training sessions and sending out registration links.

We will soon send out invitations to new organisations, allowing them to enrol on one of

our upcoming four onboarding sessions: 'Managing your organisation's account, documents and templates' in NHS Jobs'.

Weekly virtual classroom training sessions

We offer weekly end-to-end training sessions in a topic of your choice. Complete the [NHS Jobs Training Needs Analysis \(TNA\) form](#) to submit your request for training. This allows us to plan and tailor the session to your needs, based on what you've requested.

Your NHS Jobs user lists

When NHS Jobs has an update planned that will result in service downtime, we communicate with organisations by email to let them know in advance. We may also email to let you know about a bug or problem we are resolving.

We send these notifications to active users in NHS Jobs with the employer user roles of 'Super user' or 'Team manager'.

To make sure we are contacting the correct people, we recommend you review your user lists in NHS Jobs frequently.

Deactivating unused accounts, such as colleagues who have changed roles or left an organisation, also helps to protect employer accounts and keep data secure.

Frequently asked questions

Some of our most frequently asked questions last month included [if you can close a job listing before the date given in the advert](#) and [what details of a vacancy can be amended after the advert has been published](#). For the answers to these questions and more, [visit our FAQ page](#).

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](#)

Thanks for reading

If you feel the NHS Jobs newsletter would be relevant to one of your contacts please forward this email to them. [They can sign up by clicking here.](#)

Copyright © NHS Business Services Authority. All rights reserved.

[Unsubscribe](#)

Our mailing address is:

Stella House, Goldcrest Way, Newcastle Upon Tyne,
NE15 8NY