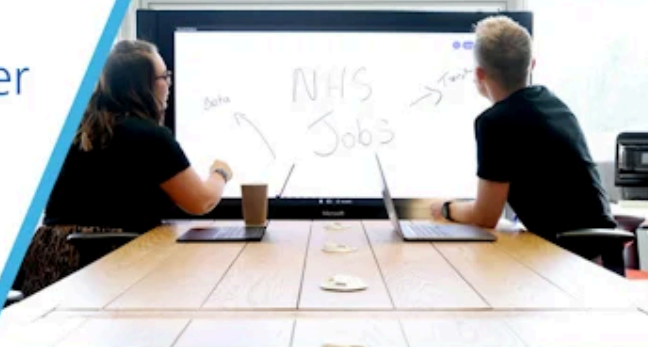




Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [Promoting NHS Pensions through offer letters and contracts](#)
- [NHS Jobs spotlight event](#)
- [NHS Jobs employer training sessions](#)
- [Updating your user roles](#)
- [Frequently asked questions](#)
- [Help and support](#)

Did you know?

In January 2026 there were...



Promoting NHS Pensions through offer letters and contracts

Adding information to new starter offer letters and contracts about the NHS Pension Scheme and eligibility criteria can encourage applicants to apply for your roles.

It's also a great way of promoting the NHS Pension Scheme and motivating candidates to remain in it when they automatically join.

How to highlight the pension scheme, and staying in the scheme, in your offer letter

The NHS Pension Scheme continues to be one of the most comprehensive and generous schemes within the UK. It recognises and rewards our staff, allowing them to work and retire flexibly.

The scheme is a key element of the reward package for staff and is a valuable tool for recruitment and retention. Employers play a vital role in administering the scheme at a local level, communicating with staff and taking advantage of the benefits that the scheme can bring at an organisational level.

You can add information about the scheme and its key benefits, available on our [NHS Pensions Employer Toolkit](#), into the offer letter templates as 'Supporting Documents' on your NHS Jobs employer account.

[Download the Employer Toolkit](#)

User guide and additional resources

You can find a guide and step-by-step videos on how to add documents to your supporting information library under '[Documents and templates](#)'.

You can also add the below to your offer letters and contracts:

- [Benefits of the NHS Pension Scheme Guide](#)
- [Understanding your NHS Pensions Total Reward Statement \(TRS\)](#)

- [NHS Pension Members Leaflet](#)
-

NHS Jobs Spotlight event

Join us online for our next NHS Jobs stakeholder engagement event on Thursday 26 March, from 11am to 12pm. We'll be joined by guest speakers from NHS Pensions who will give an overview of the NHS Pension Scheme, and how it can be used for recruitment, and then the Training and Support team will demonstrate how to add NHS pension information to your NHS Jobs adverts, offer letters and contracts. There will also be an update from our NHS Jobs Product team.

If you have any questions, please contact nhsjobsengagement@nhsbsa.nhs.uk.

Sign up now via Eventbrite

NHS Jobs employer training sessions

From posting a job to making an offer, our interactive virtual classroom training sessions cover a range of topics across the NHS Jobs recruitment journey.

Find an upcoming session below and book your place today.

Managing your organisation's account, documents and templates

- [Wednesday 4 March – 10:30am to 11:30am](#)
- [Wednesday 11 March – 10:30am to 11:30am](#)
- [Wednesday 18 March – 10:30am to 11:30am](#)
- [Wednesday 25 March – 10:30am to 11:30am](#)

Creating, publishing and managing job listings

- [Thursday 12 March 2026 - 1pm to 3pm](#)
- [Thursday 26 March 2026 - 1pm to 3pm](#)

Scoring applications, shortlisting applicants, inviting applicants to interview and managing schedules

- [Thursday 5 March – 1pm to 3pm](#)
- [Thursday 19 March – 1pm to 3pm](#)

Training Needs Analysis (TNA) form

If these sessions don't work for you, ask your super user to complete our quick NHS Jobs TNA form. We'll review your information to schedule a suitable training session for you and your organisation.

Complete the NHS Jobs TNA form

Updating your user roles

We email organisations to let them know of any service downtime, bugs or issues we're working to resolve.

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

Please make sure your user lists are up to date, so the right people receive these important updates.

Deactivating unused accounts (for example, of colleagues who have left an organisation or changed roles) also helps protect your employer accounts and keeps applicant data secure.

Frequently asked questions

Last month, you asked us [how to change the recruiting manager on a job listing](#) and [how to make a job offer to a successful applicant](#).

Find the answers to these questions and more [on 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](#)

Our contact centre can provide support by:

- Email: nhsbsa.nhsjobs@nhsbsa.nhs.uk
- Telephone: 0300 330 1013

[Find out about call charges.](#)

We're available Monday to Friday from 8am to 6pm UK time, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

Thank you 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*