**A close-up of a logo

Description automatically generated**

**Teach Portsmouth**

**Jobs and Opportunities Fair 2024**

**Event sponsored by:**

A black and blue logo

Description automatically generated

Exhibitor toolkit

January 2024

Following on from last year's successful event, Teach Portsmouth are organising a recruitment fair to promote teaching and support roles in the city's schools and colleges.

It will be held at **Portsmouth Guildhall on Monday 26 February 2024**. Exhibitors can arrive from 9am at the venue to begin setting up. A networking breakfast for exhibitors is held from 9:20am - 9:40am. Delegates will arrive from 10am. The event ends at 2pm.

We are asking exhibitors to promote their attendance at the event to increase registrations and attendance. Delegates are able to register for a free ticket via the Teach Portsmouth website before they arrive at the venue on the day.

Please use the web link [www.teachportsmouth.co.uk/jobsfair](http://www.teachportsmouth.co.uk/jobsfair) when promoting the event via your marketing channels.

Different exhibitors (including schools, academies and training providers) will be promoting a range of jobs and opportunities that people can apply for. Talks will also be held inside a separate room.

**What do we need your help with?**

* Promote the event through your website, social media and email newsletters to increase awareness and attendance.

**How to promote the event?**

This toolkit includes:

* Social media text and images to share on Facebook, Twitter, LinkedIn and Instagram
* Text to use inside e-newsletters and on your website
* Flyer to print or share online

**Step 1 - Share the event video on social media**

**Deadline: ASAP**

Teach Portsmouth will be promoting the event on social media. To support attendance, exhibitors need to play a role in promoting the event through social media (Facebook and Twitter) to increase awareness. Please share the event video using the links below:

* Facebook link to video: <https://fb.watch/pu4Nw9AwDD/>
* Twitter link to video: <https://bit.ly/3NW42Iu>
* LinkedIn link to video: <https://bit.ly/47t7ZeS>

Please use the following text alongside the video:

**Share and comment:**

We're proud to exhibit at the Teach Portsmouth Jobs and Opportunities Fair on Monday 26 February at Portsmouth Guildhall from 10am - 2pm. If you want to work with us, we're exhibiting at the event - so come along and learn about our vacancies.

Get your ticket here: [www.teachportsmouth.co.uk/jobsfair](http://www.teachportsmouth.co.uk/jobsfair). #TPJobsFair

**Step 2 - Promote the event through social media channels in January and February**

**Deadline: Jan - Feb**

Sharing the video in step one promotes the events key strands of information (location, date, time etc). However, to encourage more people to attend, we would recommend promoting the event on social media in January and February. Feel free to use the copy and images below. Make amends as you see fit.

**Social media post 1**

Want the perfect job that works for you? We're exhibiting at the Teach Portsmouth Jobs and Opportunities Fair 2024 at Portsmouth Guildhall on Monday 26 February from 10am - 2pm.

We are looking to recruit a range of teaching, support and site roles.

If you know someone who is looking for a job with purpose, come along to the event to learn more about our amazing opportunities to work with children and young people.

Get your free ticket here: [www.teachportsmouth.co.uk/jobsfair](http://www.teachportsmouth.co.uk/jobsfair)

**Social media post 2**

Want to work with children and young people in a school or college? Interested in teaching and supporting pupils?

We're exhibiting at the Teach Portsmouth Jobs and Opportunities Fair at Portsmouth Guildhall on Monday 26 February from 10am - 2pm.

Come along to this free event to get information and advice, explore opportunities and discover your future in education.

Reserve your free ticket here: [www.teachportsmouth.co.uk/jobsfair](http://www.teachportsmouth.co.uk/jobsfair)

**Images:**

A picture containing text, person

Description automatically generated

A picture containing text, display

Description automatically generated



A person and a child sitting at a table

Description automatically generated with low confidence

**Step 3 - Share the event in an email newsletter**

**Deadline: ASAP and can be repeated**

Email newsletters are often the best way to reach many people. Please use the copy and email banners below to promote your attendance and encourage parents/carers to attend.

**Newsletter banners to use:**

**A group of people in a room

Description automatically generated**

**A group of women smiling

Description automatically generated**

**A person smiling at the camera

Description automatically generated**

**Text to use:**

**Join us at the Teach Portsmouth Jobs and Opportunities Fair 2024**

Working in education is one of the most rewarding sectors out there. Whether you are teaching children, supporting them in the classroom or maintaining buildings on site - you will have a job filled with purpose.

If you are looking at starting a new career this year, come along to the [Teach Portsmouth Jobs and Opportunities Fair](https://www.teachportsmouth.co.uk/events/jobs-fair-2024) at Portsmouth Guildhall on Monday 26 February from 10am - 2pm.

We would encourage those interested to join us at the event to learn more about our amazing opportunities to support children and young people. If you know someone who is looking for a new job, please share this information with them.

There will also be a series of talks inside the Opportunities Room on trending topics in education.

If you would like to attend the event or know someone who would, please visit [www.teachportsmouth.co.uk/jobsfair](http://www.teachportsmouth.co.uk/jobsfair). The event is free to attend but you will need to register for a ticket.

**Step 4 - Print out flyers to place in high footfall areas to promote event (attached in email)**