

The Skills and Business Hub

Business Directory Listings, Event Listings and Job Opportunity Listings – Terms of Use

1. Purpose of the Platform

The Skills and Business Hub Business Directory, Events and Jobs platform (“the Platform”) is provided to support **business growth, skills development and collaboration** across **Berkshire and the surrounding counties**.

The Platform enables members to:

- List their business and services in the Skills and Business Hub Directory
- Promote relevant business events
- Advertise job, apprenticeship and work-based learning opportunities

Use of the Platform is subject to these Terms of Use.

2. Eligibility and Geographic Focus

The Platform is **primarily intended for businesses based in Berkshire and the surrounding counties**, or those that:

- Employ staff locally
- Deliver services within the Berkshire area
- Contribute directly to the Berkshire economy, skills system or labour market

The Skills and Business Hub reserve the right to determine whether a business or posting falls within the intended geographic and strategic scope of the Platform.

3. Membership and Responsibility

By submitting a listing, event or job opportunity, the member confirms that:

- All information provided is **accurate, up to date and truthful**
- They are authorised to act on behalf of the business or organisation
- Content submitted complies with these Terms of Use

Members are responsible for **maintaining and updating their content**, including removing expired or filled job opportunities.

4. Business Directory Listings

To ensure fairness, quality and relevance:

- Each organisation may submit **up to a maximum of two (2) business listings**
- Listings must not be duplicated or used to promote substantially the same services multiple times
- Listings should be **business-to-business (B2B) focused** and relevant to the needs of employers, partners and stakeholders in the region
- Listings may not be used solely for affiliate marketing, lead generation, or promotional activity unrelated to the listed business.

5. Events Listings

Members may submit business-related events, including:

- Networking events
- Workshops and training
- Sector-specific or skills-focused events

Conditions:

- Events must be **relevant to businesses operating in Berkshire and the surrounding counties**
- A business may list up to **a maximum of two (2) business events at any one time.**
- Events must be genuine, time-specific and clearly described

6. Job and Opportunity Listings

Members may advertise:

- Job vacancies
- Apprenticeships
- Internships and supported work-based learning opportunities

Conditions:

- Opportunities should be **based in Berkshire or the surrounding counties**, or clearly support the Berkshire labour market (e.g. hybrid roles with a local base)
- Each organisation may post **up to two (2) active job or opportunity listings at any one time**
- All roles must comply with relevant employment legislation and best practice

- **Job or opportunity postings submitted by recruitment agencies or third-party employment intermediaries are not accepted.** All listings must come directly from the employer offering the role.

7. Review and Editorial Control

To protect the integrity and purpose of the Platform:

- The Skills and Business Hub **reserves the right to review, approve, edit, reject or remove** any listing, event or job opportunity
- Content may be declined or removed at any time, including (but not limited to) where it:
 - Falls outside the geographic or strategic focus of the Platform
 - Is duplicated, misleading, outdated or incomplete
 - Is primarily promotional or advertising-led
 - Is deemed inappropriate or inconsistent with the aims or values of the Skills and Business Hub

Publication of content is **not guaranteed**, and decisions are final.

8. Prohibited Use

The Platform must not be used to:

- Publish misleading, false or offensive content
- Spam, overwhelm or crowd out other users through excessive posting
- Promote unrelated products, political content or non-business activity
- Breach intellectual property, data protection or employment laws

9. Limitation of Liability

The Skills and Business Hub:

- Does not endorse or verify individual businesses, services, events or job opportunities
- Is not responsible for agreements, transactions or outcomes arising from use of the Platform
- Accepts no liability for loss or damage arising from reliance on content posted by members

10. Changes to the Terms of Use

The Skills and Business Hub reserves the right to update these Terms of Use at any time. Continued use of the Platform constitutes acceptance of the current Terms.

11. Contact

If you have questions about these Terms of Use or the suitability of your content, please contact the Skills and Business Hub team.