



Photo © UN Women/Christopher Herwig

The 'MoreThanAJob' online portal  
[www.joinmorethanajob.org](http://www.joinmorethanajob.org)

User guide for Social and Solidarity Economy actors  
and Public Administrations

**APRIL 2022**

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## Introduction

The [MoreThanAJob portal](#) is an **online multilingual structured database and interactive space** to foster dialogue and cooperation between Social and Solidarity Economy (SSE) actors and public administrations for the development and delivery of services supporting the social and labour inclusion of vulnerable groups.

The online portal has been developed as part of the MoreThanAJob project, co-funded by the EU under the ENI CBC Mediterranean Sea Basin Programme. The MoreThanAJob project aims at enhancing the development of cooperation mechanisms between the Social and Solidarity Economy (SSE) actors and the public administration to improve the social services for vulnerable groups in order to increase their opportunities of social and labour inclusion.

This user guide aims at providing users with more information on the portal's structure, its main functions and how you can use each of them to get the most out of this tool.

## Overview of the portal

The portal aims at:

- **Providing a simple and complete overview of the existing services and opportunities** to support the social and employment inclusion in the project partners' territories. Thus, the citizens of the interested territories will have a better overview and understanding of the services offered in the areas where they live in.
- **Supporting the exchange of synergies among private and public stakeholders** for the development of new services for the socioeconomic inclusion of vulnerable groups. Indeed, the portal will allow the SSE actors and public administrations to more easily develop collaborations and co-design processes supporting the development of innovation processes and capitalization of existing opportunities as well as a general improvement of the social services' offer.

The portal consists of the following **main sections**:

- **Organisation profile page** where each registered actor can include a short description of its mission and main activities as well as information about running services and opportunities, projects, expertise and collaboration requests.
- **Five main Categories** under which the content of the portal is labelled:
  - Family and income support
  - Health and counselling services
  - Education and training
  - Career guidance and employment support

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#### ■ Culture and participation

The division into macro categories allows to search services and opportunities independently from prior knowledge of the specific public or private entity that provides them. Thus, the user is supported to identify the one(s) answering to its needs, expanding the catchment area of the registered actors and encouraging cooperation mechanisms among them.

- **Services and opportunities** with a search form facilitating the user's experience in the research of relevant services and opportunities.
- **Organisations** with a search form allowing the user to look for other organisations based on their expertise, country of work and types of services implemented.
- **Sub-granted projects** with information on the 10 local initiatives co-funded by MoreThanAJob and aimed at further supporting the cooperation between SSE actors and public administrations through the development or renovation of services and initiatives for the social and labour inclusion of disadvantaged groups.
- **Need help?** from where the user can access this user guide and the video tutorials on how to use the portal and its main functions.
- **News** with information on: a) relevant publications, b) funding opportunities, c) updates on the project activities, 4) a library with the project's resources, namely communication tools, training material and policy briefs.

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## Registration process

Click on the login button on the right side of the homepage and then Click on "Register".

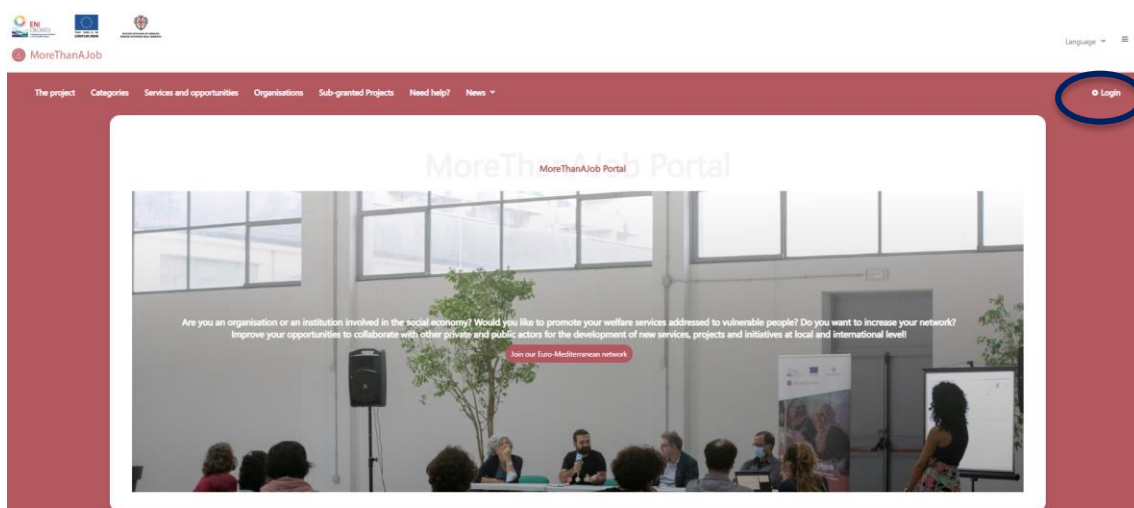


Figure 1 - Homepage: Login button

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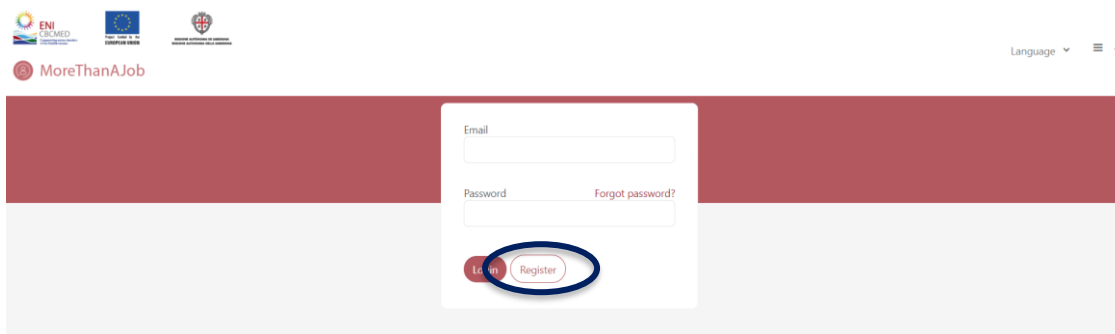


Figure 2 - Registration button

The following form will be displayed.

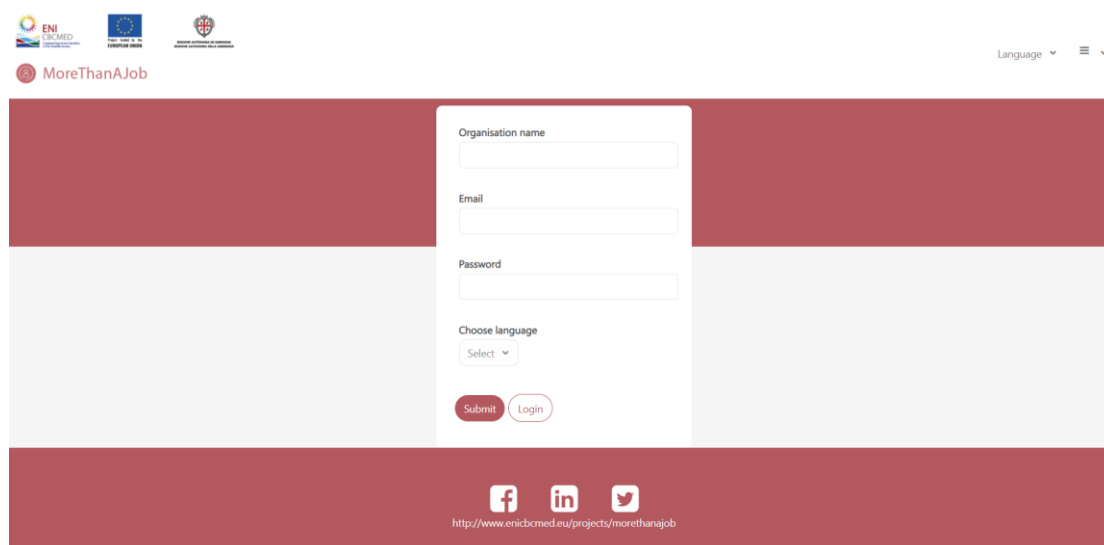


Figure 3 - Registration form

In the registration form, insert the name of the organisation, email address, a password and select the national language. Once all the information is encoded, click on the button “submit” to login into the portal.

**Please, note that:**

1. Only organisations can register into the portal, not natural person.
2. A dedicated email address must be used to avoid multiple accounts for the same organisation.
3. All the fields and forms available in the portal must be completed in English, first. Then, each box can be completed in one of the other languages recognised by the portal: Arabic, Greek and Italian. These are the ones of the project’s partners’ country.

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## Profile page of the organisation

Once logged in, the profile page will be shown. This section can be accessed only by registered actors that can upload relevant information on their activities and work related to the portal's themes.

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Click on *Edit profile* to include the main general information about the organisation, namely:

- the **country in which it is established and it works**.
- A **short description** of the organisation both in English and in the chosen national language.
- The **contact details**: website, address, telephone, email address, social media accounts.
- Any **other document** to provide more information about the activities and fields of intervention.

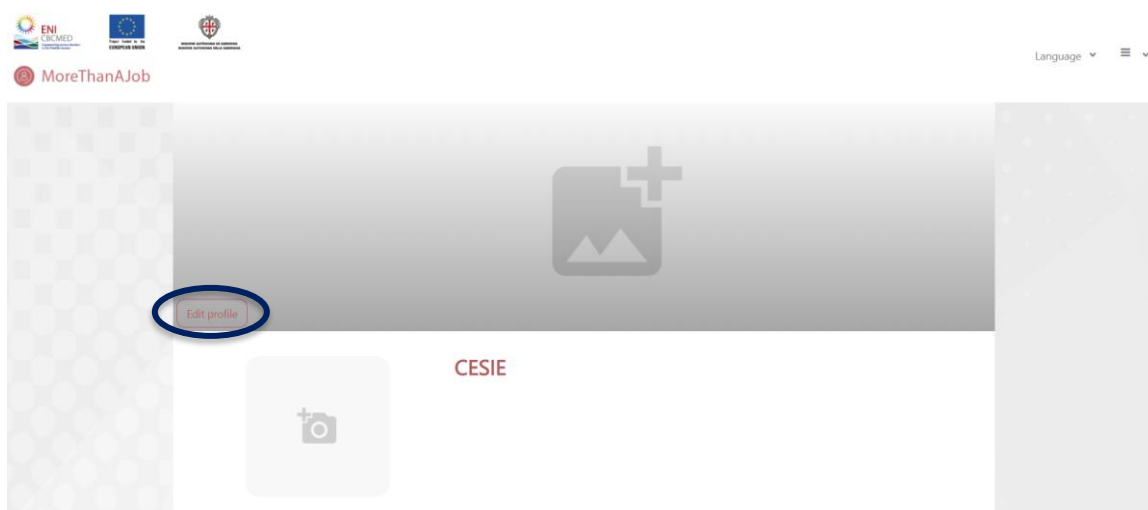


Figure 4 - Organisation profile page: Edit profile (1)

Do not forget to upload also your **logo** and a **cover image**: the profile of the organisation will look greater!

Then, click on *Save* and this is how the profile section will appear.

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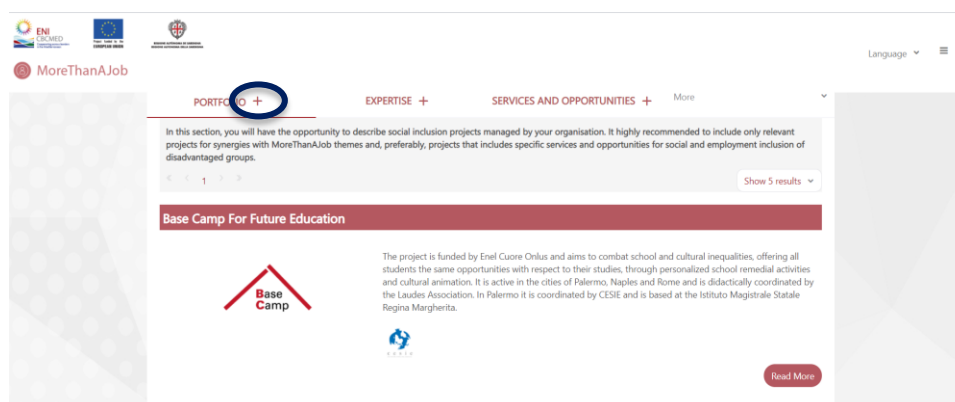
Figure 5 - Organisation profile page: Edit profile (2)

The organisation profile section is divided in the following parts:

1. The **portfolio** where there is a preview of the different projects of the registered actor. The projects must be fit within one of the identified macro categories.<sup>1</sup> It is highly recommended to include only relevant projects for synergies with MoreThanAJob themes and, preferably, projects that includes specific services and opportunities for social and employment inclusion of disadvantaged groups.

Click on the *plus* button to access the form for projects' description. The information must be included both in English and in the national language.

There is also the possibility to include links to the project website, factsheet and/or other relevant pages and documents.



<sup>1</sup> Family and income support; Health and counselling services; Education and training, career guidance and employment support; Culture and participation.

Figure 6 – Organisation profile page: Portfolio

Then, click on *Save* and the preview of the project will appear in the profile page. By clicking on the *Read more* button, the user will be redirected to the project page including the full description and, if the case, the related services and opportunities.

6

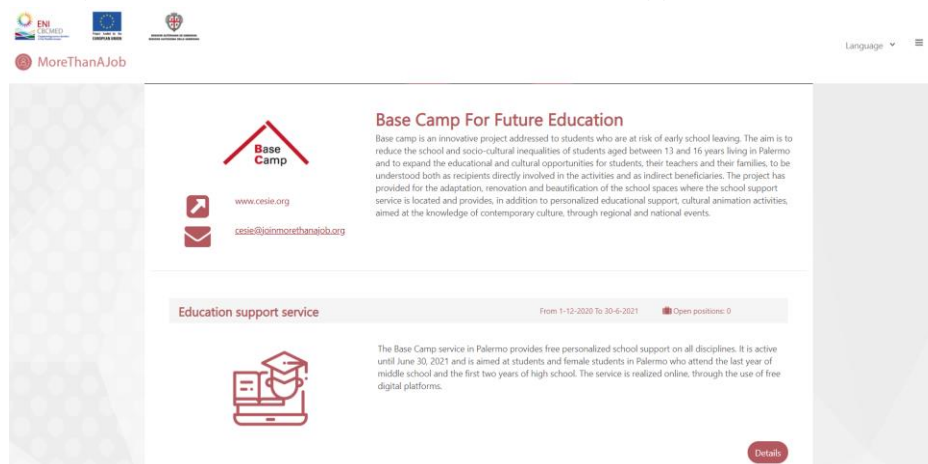


Figure 7 - Project description

The information on about the project can be updated anytime by clicking on *Edit project*.



Figure 8 - Organisation profile page: Edit project

- In the **expertise** section it is possible to specify the organisation's experience in relation to the project's themes. It is highly recommended to provide the description in a tailored way according to the field selected from the drop-down menu. This will make easier the creation of new synergies and cooperation at local, national and international level. To upload this information, click on the *plus* button redirecting to the relevant form. The information must be included both in English and in the national language.

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Figure 9 - Organisation profile page: Expertise

- In the **services and opportunities** section, it's possible to share what the organisation delivers to support the social and employment inclusion of vulnerable groups.

**What is a service and what is not? What is an opportunity and what is not?**

**Service**

A career guidance counselling service to support migrant people in entering the labour market and/or access to training activities that can increase their employment opportunities.



**Opportunity**

A training course on how to develop a CV and how to be prepared for a job interview in order to increase participants' opportunities to find an employment.



The Department of Social Policies of the Municipality supports the social inclusion of unemployed people through career guidance services.



The organisation "A" focuses its work on the development of training paths for the educational inclusion of students at risk of early school leaving.



To upload the relevant content, click on the *plus* button redirecting to the relevant form.  
The information must be included both in English and in the national language.

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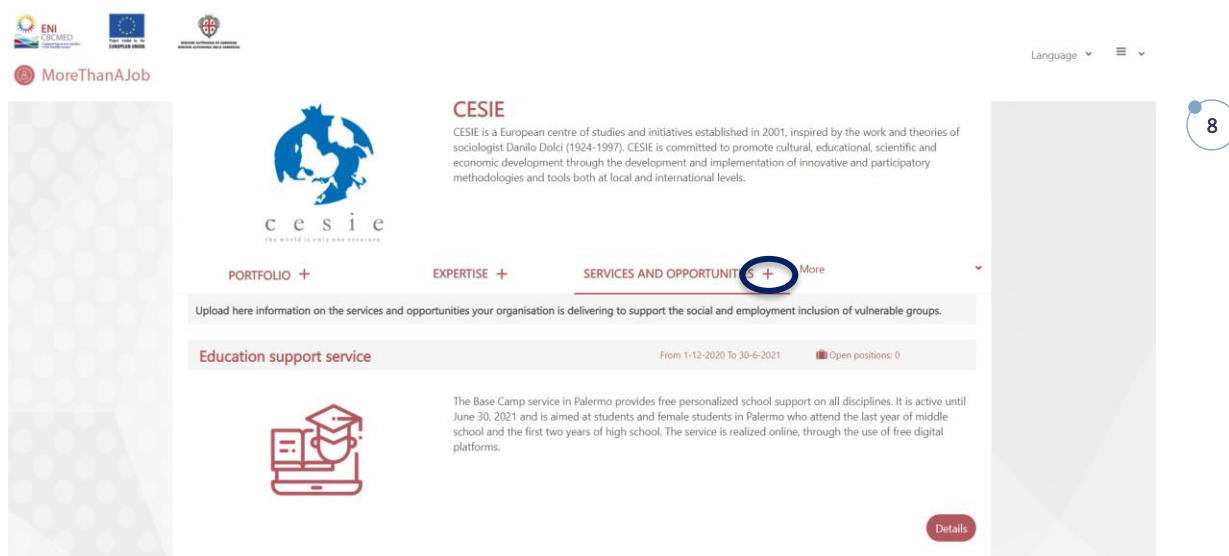


Figure 10 - Organisation profile page: Services and opportunities

The following information has to be included:

- Title of the service.
- A short description of the service or opportunity.
- A detailed description of the service or opportunity.
- The modality of implementation that can be: online, face-to-face or blended.
- The country in which the service or opportunity is delivered.
- The dates of implementation.
- The macro category under which the service or opportunity is categorised.
- The project under which the project has been developed, if any. To be able to find and select the project from the drop-down menu available in the form, this information should be firstly uploaded in the *Portfolio section (within the relevant project)*.
- The payment modality specifying if the service or opportunity is delivered for free or under payment. In this last case, please add information on the rates and the payment mode.
- The main beneficiaries: for instance, age range, education level, profile, etc.
- The contact email especially if different from the one provided in the registration form of the organisation.

Click on the *Save* button and the information encoded will be displayed in the relevant section.

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Figure 11 - Services and opportunities: preview

By clicking on the *Details* button, the user will have access to on the full description of the service or opportunity. Thus, people will be able to contact the organisation managing the relevant service.

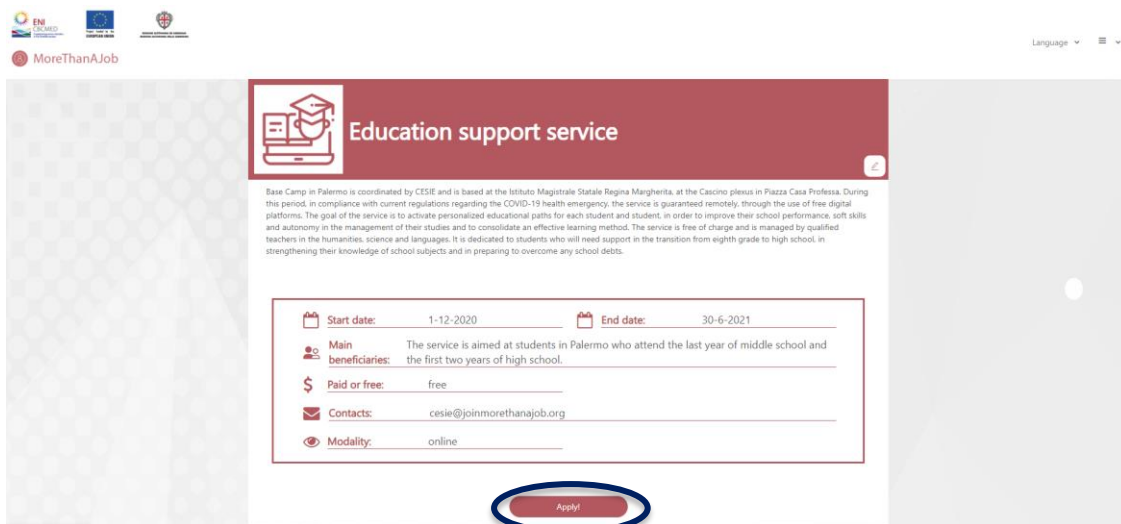
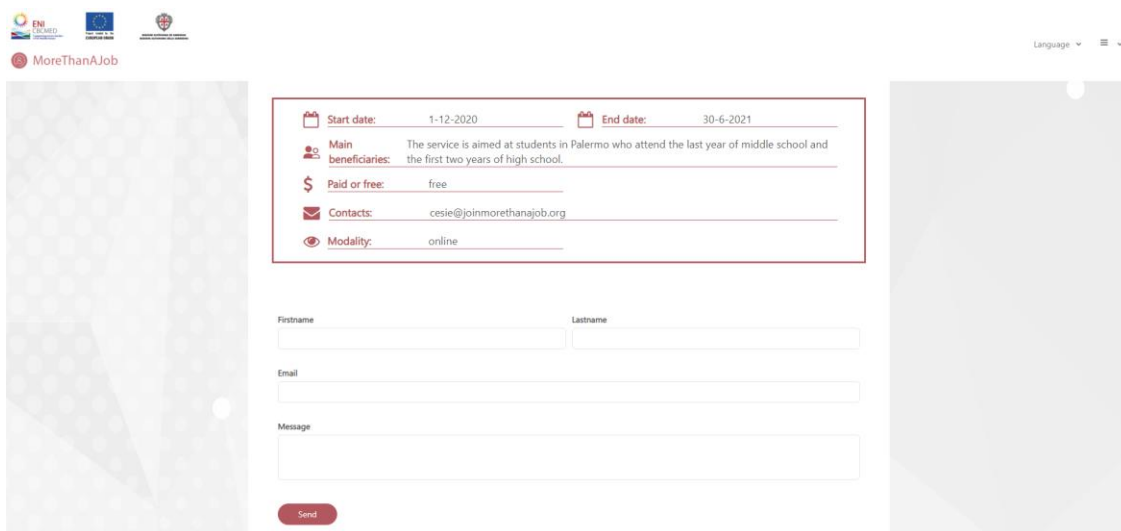


Figure 12 - Services and opportunities: detailed information

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MoreThanAJob

Language ▼

Start date: 1-12-2020 End date: 30-6-2021

Main beneficiaries: The service is aimed at students in Palermo who attend the last year of middle school and the first two years of high school.

Paid or free: free

Contacts: cesie@joinmorethanajob.org

Modality: online

Firstname Lastname

Email

Message

Send

Figure 13 - Services and opportunities: apply form

- In the section **Collaborations** is possible to cooperate for the development or renovation of services supporting the social and employment inclusion of vulnerable groups. Click on the *plus* button to access the form and include the information describing the features of the collaboration you would like to establish. The information must be included both in English and in the national language.



MoreThanAJob

Language ▼

cesie  
the world is only one creature  
www.cesie.org

CE SIE

CE SIE is a European centre of studies and initiatives established in 2001. Inspired by the work and theories of sociologist Danilo Dolci (1924-1997), CESIE is committed to promote cultural, educational, scientific and economic development through the development and implementation of innovative and participatory methodologies and tools both at local and international levels.

PORTFOLIO + EXPERTISE + SERVICES AND OPPORTUNITIES + **COLLABORATIONS +** CONTACTS

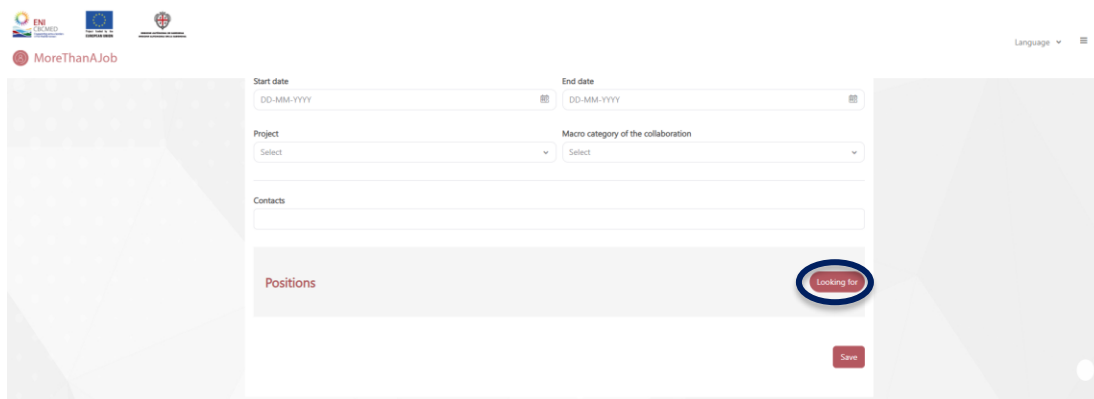
This section is thought to support the sharing of means and resources among organisations for the development or renovation of services supporting the social and employment inclusion of vulnerable groups. You can describe here what you are looking for to activate new services or delivering existing ones in your organisation.

No collaborations

Figure 14 - Organisation profile page: Collaborations

The button *Looking for* will also allow to describe the kind of expertise requested to activate a new service or improve an existing one. It is possible to enter as many vacancies as needed.

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The screenshot shows the 'Collaborations' section of the MoreThanAJob profile page. It features a form with the following fields: 'Start date' (DD-MM-YYYY), 'End date' (DD-MM-YYYY), 'Project' (dropdown menu), 'Macro category of the collaboration' (dropdown menu), 'Contacts' (text area), and 'Positions' (text area). A red 'Looking for' button is highlighted with a blue circle. A 'Save' button is located at the bottom right of the form. The page header includes logos for ENI CBCMED, European Union, and Regione Autonoma della Sardegna, along with the MoreThanAJob logo and a language dropdown menu.

Figure 15 - Organisation profile page: Collaborations - Looking for

Fill in all the boxes and *Confirm*.

The request for collaboration will be displayed in the relevant section and, by clicking on *Details*, the interested actor will get the information.

5. The **contact details** including the website, the email address and the link to the social media accounts, if any.



The screenshot shows the 'Contacts' section of the MoreThanAJob profile page. It features a header with the CESIE logo and tagline 'the world is only one creature', along with the website 'www.cesie.org'. Below the header, there is a section titled 'CESIE' with a brief description: 'CESIE is a European centre of studies and initiatives established in 2001, inspired by the work and theories of sociologist Danilo Dolci (1924-1997). CESIE is committed to promote cultural, educational, scientific and economic development through the development and implementation of innovative and participatory methodologies and tools both at local and international levels.' The page is divided into five tabs: 'PORTFOLIO +', 'EXPERTISE +', 'SERVICES AND OPPORTUNITIES +', 'COLLABORATIONS +', and 'CONTACTS'. The 'CONTACTS' tab is active, showing contact information: 'www.cesie.org', 'cesie@joinmorethanajob.org', '091615422', 'https://www.facebook.com/cesie.ngo/', 'https://www.linkedin.com/company/cesie', and 'https://twitter.com/cesieongts=20'. The page header includes logos for ENI CBCMED, European Union, and Regione Autonoma della Sardegna, along with the MoreThanAJob logo and a language dropdown menu.

Figure 16 – Organisation profile page: Contacts

## Sections visible without registration

The sections presented in this paragraph are visible also to actors not registered into the portal. These are mainly addressed to general public from the partners' country, mostly.

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## Homepage

The homepage includes:

- A **menu** on the upper part of the page with links to the main sections of the portal.

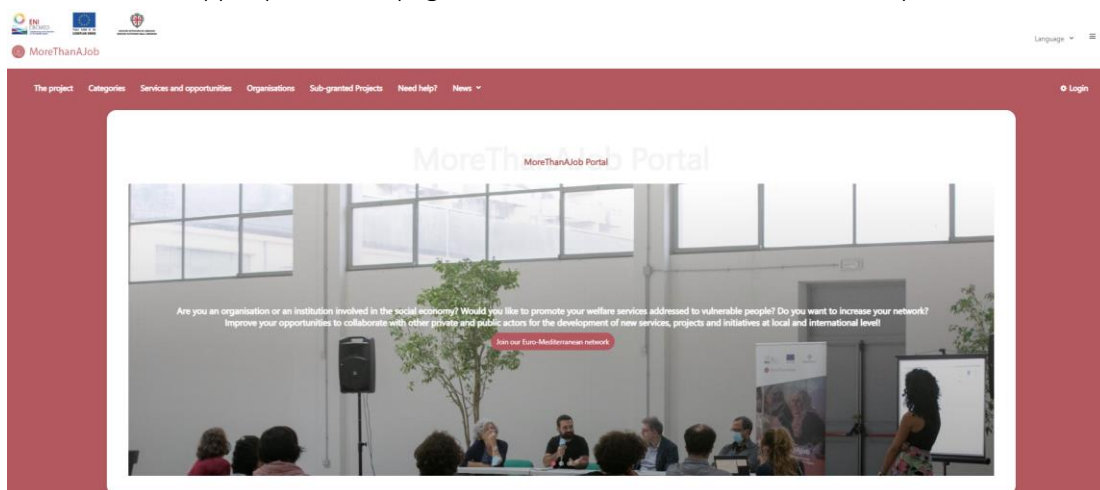


Figure 17 – Home page: menu (1)

A drop-down menu on the upper right corner of the portal to access the different sections of the portal.

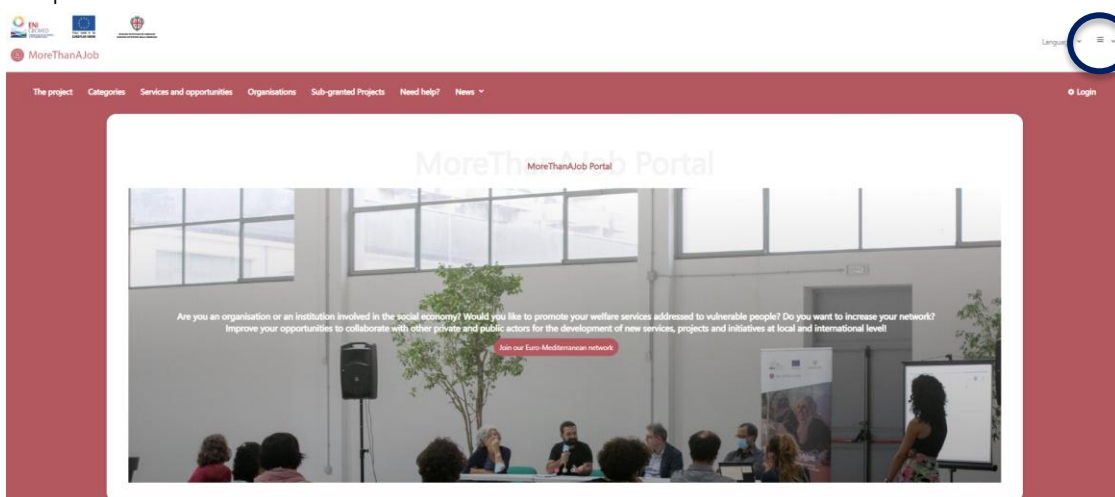


Figure 18 – Home page: menu (2)

- The **language selection** to set up the portal in one of the available languages: English, Arabic, Greek and Italian.

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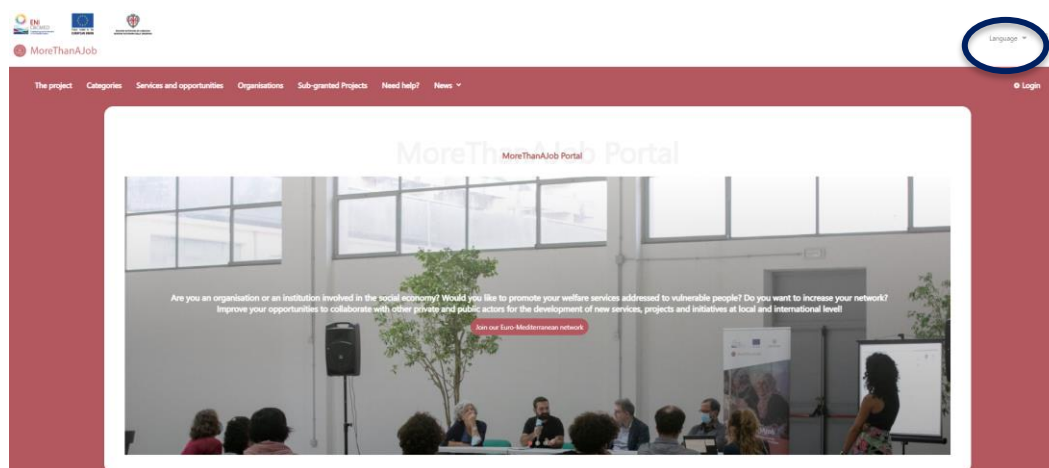


Figure 19 - Home page: language selection

- A **slider** to directly access to the registration form, the *Services and opportunities* search form and the *Need help?* section
- A **short overview of the project** with a description of the project, its main objectives and activities, the partner organisations and related contact details.

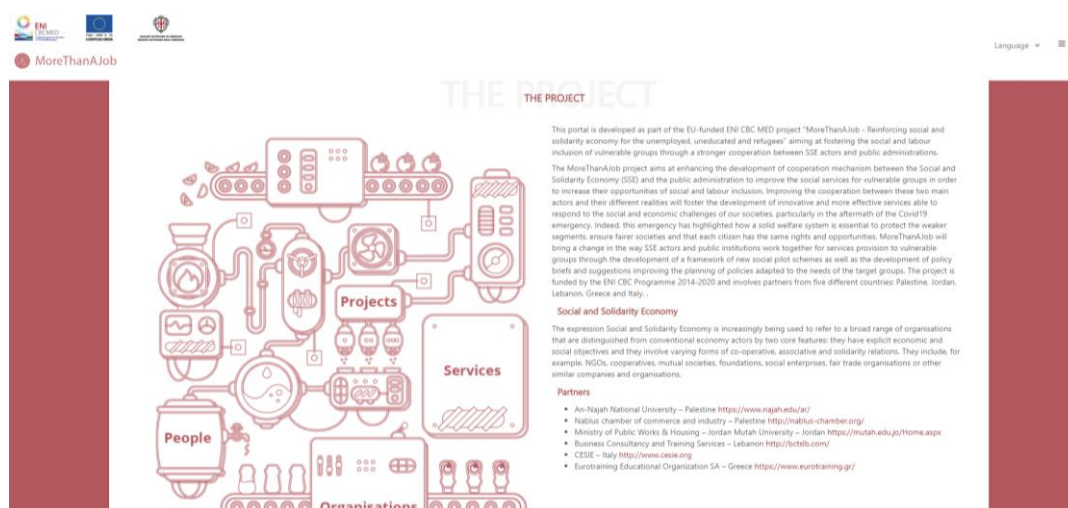


Figure 20 – Home page: the project

- The **main categories of services and opportunities**. The user will be redirected to the relevant services and opportunities for each category.

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Figure 21 - Home page: categories

- The [News](#) section with a preview of the last news uploaded on the portal.

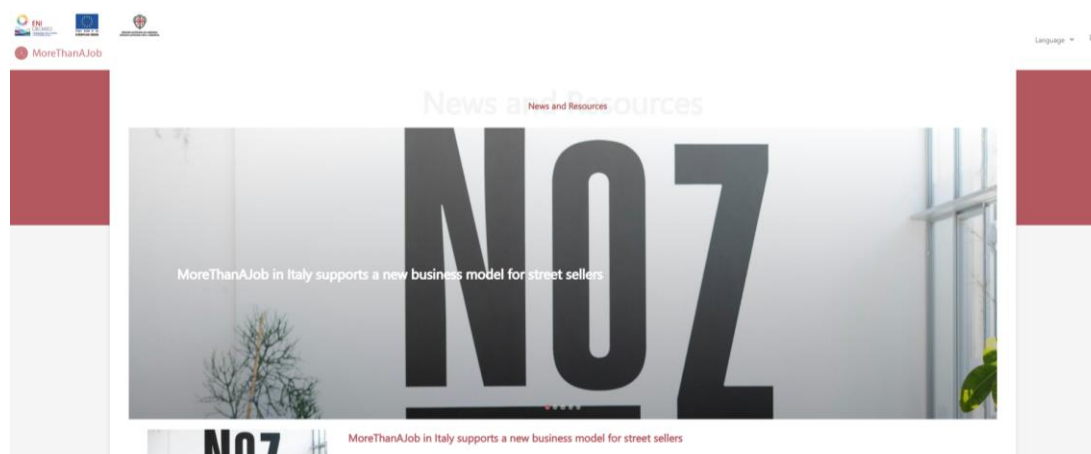


Figure 22 - Home page: News

It is also possible to access this section through the upper menu.

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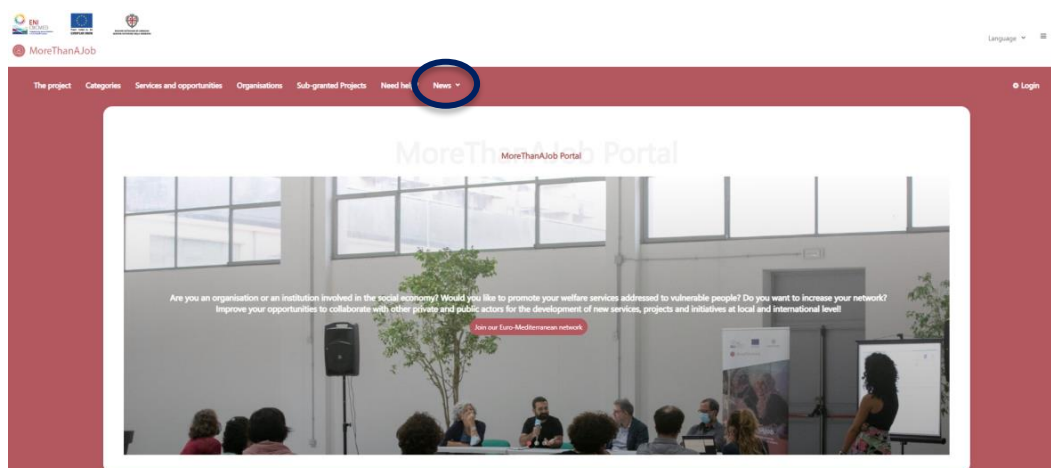


Figure 23 – Home page: News – upper menu

- Two boxes to directly access the **Organisations** and **Services and opportunities** search forms.

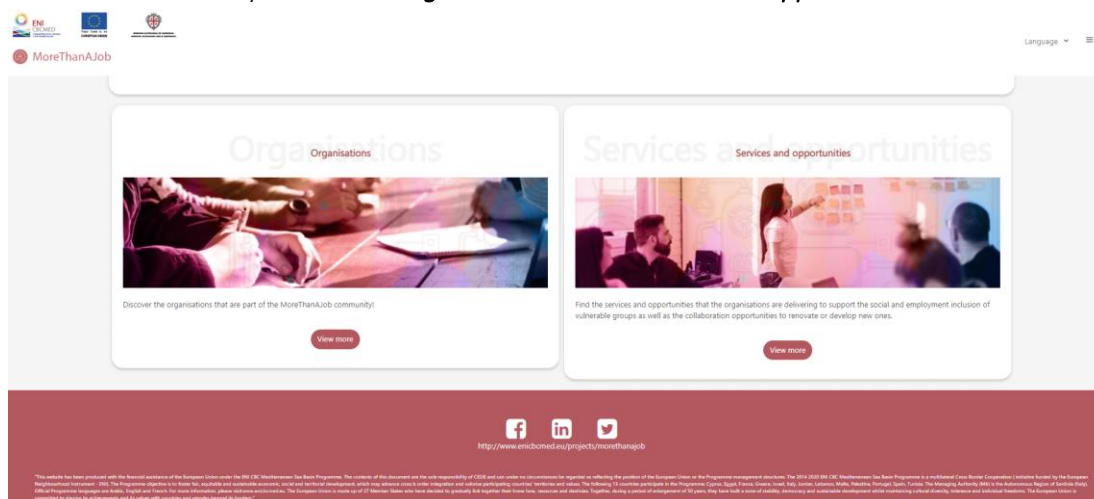


Figure 24 - Homepage: Organisations and Services and Opportunities

These can be also reached through the upper menu.

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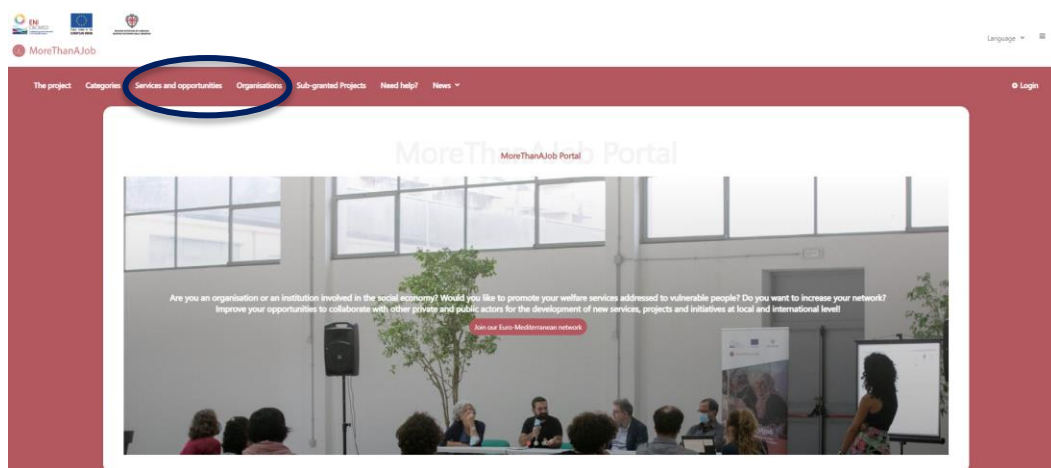


Figure 25 - Homepage: Organisations and Services and Opportunities - upper menu

### Services and opportunities search page

Thanks to this tool, people can get acquainted about available services, opportunities and collaborations regardless a prior knowledge of the public or private stakeholders providing them. Moreover, the filters available (category, date and country) will further simplify the research.

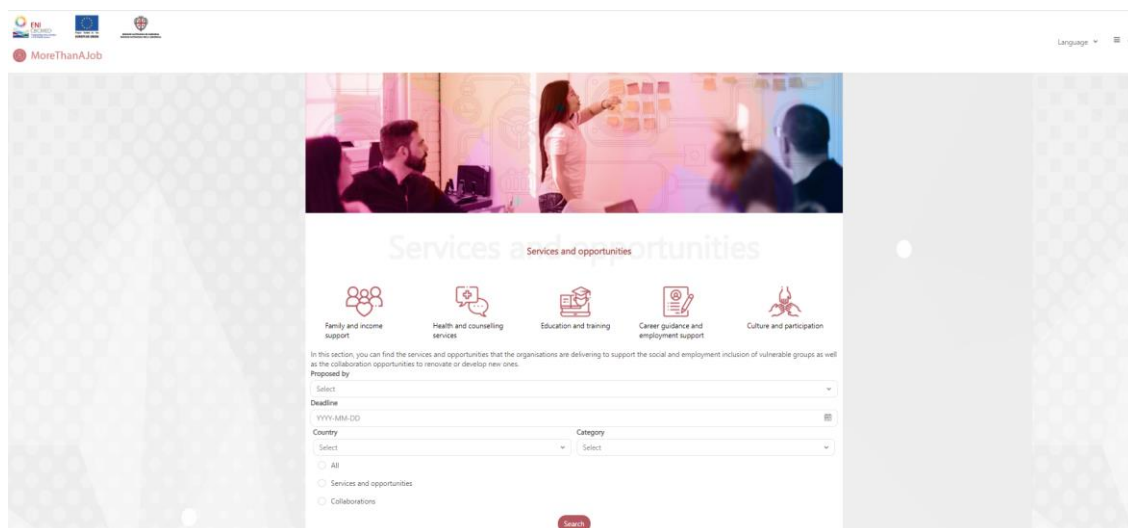


Figure 26 - Services and opportunities search page

### Organisations search page

This section allows to look for the actors registered on the portal and have information on their action and activities.

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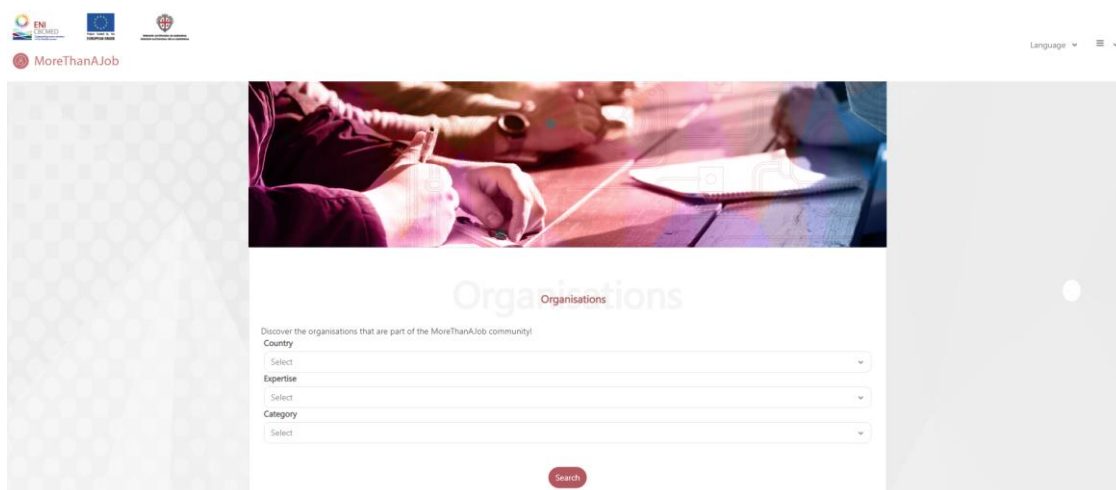


Figure 27 - Organisations search page

The research can be filtered through:

- the kind of expertise of the stakeholder;
- the country of intervention;
- the category of services and opportunities.

Click on *Search* and the list of the organisations that meet the criteria will be displayed.

## News

This section includes relevant information and updates on the project as well as updates and publication on relevant issues. It also includes information on calls and opportunities available for SSE actors, public administrations and citizens.

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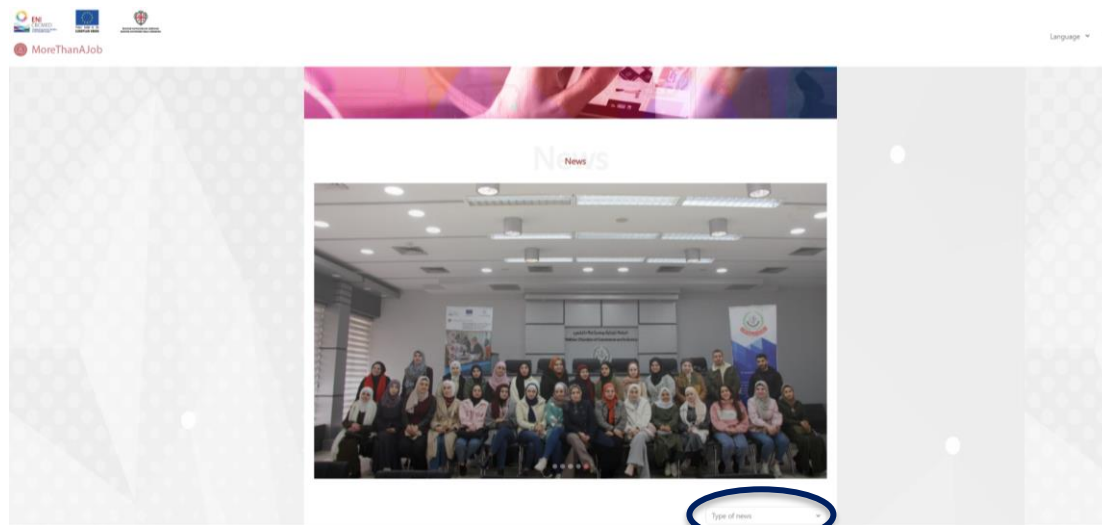


Figure 28 - News

Indeed, the content uploaded here is divided in the following **four main categories**. The type of news can be selected through the drop-down menu, as indicated in Figure 28.

- Project news with updates on the project activities and main achievements;
- Relevant publications with papers, briefs, articles, etc., on the project and portal themes;
- Library with the outputs developed as part of the project. This category is further divided in sub-categories: communication tools, training material, policy briefs and video tutorials;
- Funding opportunities for SSE actors to develop new services and activate new opportunities on the territory.

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