

Job Title: Name of role

Department: Department the role is situated in

Reporting to: Line Manager of the role

Key Contacts: Other positions or stakeholders which are highly involved with the role.

Location: City in which the job is based

Contract Type: Permanent or Temporary

Work Pattern: Part-time or full-time

About the Company

This is where you give a short summary about the company, its visions and values and work environment. This is to give the potential candidate a taste of what the company is like and if it is the type of workplace they would want to be involved with.

About the Role

This is where you go into further detail and discuss the vacant role, the purpose of it and the value it has on the wider business function.

Main Responsibilities

(Duties that the role involves. This can be as many as necessary, but we would recommend limiting to only the most prominent responsibilities).

- Responsibility one
- Responsibility two
- Responsibility three

Essential Skills & Experience

(Any abilities or relevant experience that are compulsory to qualify for the role, i.e. a degree/ qualification or years of experience).

- Skill one
- Skill two
- Skill three

Desired Skills & Experience

(Any abilities or experience that are not compulsory but will be highly beneficial to the role).

- Skill one
- Skill two
- Skill three

Call to Action

Inform the potential candidates of what you would like them to do. If you'd like them to contact you, let them know who to get in touch with and how to do so. If you would like them to fill out an application form, include a link that they can access.