**Job Description template**

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| --- | --- |
| **Job title:** *[insert job title]* | |
| **Main purpose of job:** *[insert details on main purpose of job]* | |
| **Department:** *[insert name of department]* | **Location/Branch:** *[insert location/branch employee will work from]* |
| **Position reports to:** *[insert immediate line manager]* | **Position is responsible for:** *[insert team/roles that position will be responsible for]* |
| **Length of contract:** *[insert details eg permanent, length of fixed-term]* | **Salary:** *[insert details]* |

|  |
| --- |
| **Main duties** |
| *[insert details of main duties and areas of responsibility]*  1.  2.  3.  4.  5.  6.  7.  8. |

**Last updated:** *[insert date]*

**Date of next review:** *[insert date]*