**Job Description**

**Company name:**

[Company name]

**Job title:**

[Job title]

**Part time/Full time:**

[Part time/Full time]

**Permanent/Contract/Temporary:**

[Permanent/Contract/Temporary]

**Reporting to:**

[Name(s) & job title(s)]

**Direct reports:**

[Name(s) & job title(s)]

**An introduction to the company:**

[Company introduction]

**The purpose of the role:**

[Specify]

**Main tasks & responsibilities:**

[What are the main tasks & responsibilities?]

**Less-frequent tasks & responsibilities**

[What are the less-frequent tasks & responsibilities?]

**How success within the role is measured:**

[How is success within the role measured?]

**Potential role development opportunities:**

[What are the potential role development opportunities?]

**What you’ll be doing**

* **Within 3 months**
	+ describe
	+ describe
	+ continue as needed
* **Within 6 months**
	+ describe
	+ describe
	+ continue as needed

**Within 12 months**

* + describe
	+ describe
	+ continue as needed

**Required qualifications:**

[What are the required qualifications?]

**Essential experience & skills:**

[What are the essential experience & skills?]

**Desirable experience & skills:**

[What are some desirable experience & skills?]