**TEMPLATE – JOB DESCRIPTION**

Are you passionate about [detail industry or nature of your business]? Do you have excellent [insert the most important skill or quality for the job, for example, people skills]? We are hiring for a [insert job title], and we would love to hear from you!

At [insert name of business] we are passionate about [detail in a few words or less, as a business, what you are passionate about, for example, serving great food] and recognise that we can only achieve our ambition by attracting, recruiting, and retaining top talent. We will expect you to work hard and strive to ensure [detail the goal of the role, for example, to provide great customer service]. In return, as a valued member of the team, we offer a work environment where [detail what makes the job attractive, for example, no two days are the same]. Where we will invest in your development and provide opportunities for you to develop a career with us.

As our [insert job title] you will work [insert number of hours] per week. You will be based at [insert location] [and have the flexibility to work from home X days per week].

The purpose of our [insert job title] role is to [detail the reason why the role exists, for example, to manage the smooth running of the business] and be responsible for [detail the main responsibility of the role/expectation you will have, for example, managing a team to achieve…]. It is expected that you will deliver this through [detail the goals of the role, for example a goal could be to develop a high performing team or to solve problems for customers/guests].

**Responsibilities and Duties**

You will be responsible for:

[In this part of the job description you will cover the main day-to-day activities of the role to help job seekers understand what a typical day or shift will be like as well as what will be expected of them in the role.].

[Outline what the successful candidate will be responsible for, for example, managing a team, achieving certain targets, standards, or expectations].

[Detail the duties or steps they will be expected to take to fulfil their responsibilities for example, compliance with health and safety, training and developing the team].

In the role of [insert job title], you will report to and have the support of the [insert job title of line manager]. You will lead the [insert name of team] team and work closely with the [insert the names of the teams this role will collaborate with] team(s).

**Skills and Experience**

The successful candidate will have [detail the most important skills or experience in this section].

As well as being able to demonstrate:

[This part of the job description is your opportunity to describe the skills and experience of job seekers you would be interested in interviewing.]

[Sometimes it is helpful to think of someone you already employ, or who is employed by another business, that you are familiar with. What skills and experience do they have that make them great at their job.]

[Remember to include any job specific qualifications, such as a requirement to hold a certificate or a licence.]

**Pay and Benefits**

We offer [a competitive rate of] [insert rate of pay, per hour/per month]. We also offer a wide range of benefits, including:

[X days holiday per year]

[X employers pension contribution]

[Flexible working]

[Employee assistance programme]

[Mental Health First Aiders]

[Private Medical Insurance with X for you and your dependents]

[Income Protection]

[Life Assurance and Personal Accident Insurance]

[Company sick pay]

[Medical leave]

[Occupational healthcare Service]

[2 days paid leave for volunteering each year]

[Share Incentive Plan]

[Leave Purchase Scheme]

[Cycle to Work scheme]

[Car Salary Exchange Scheme]

[Give as You Earn]

[Employee discount scheme]

[Free Parking Onsite]

[Free meals whilst on shift]

[Transport home]

[Externally accredited training and development opportunities]

[Long service awards]

[Learning & development programmes]

[Enhanced maternity pay]

[Enhanced paternity pay]

[Bereavement leave]

[Team events scheduled throughout the year]