**Job description template:**

**JOB TITLE**

* What is the title of the position you are applying for?

**MAIN PURPOSE AND SCOPE OF THE JOB**

* Please provide a brief couple of sentences summarizing the purpose of the job and an outline of what you want the role to achieve.

**POSITION IN ORGANISATION**

**Reports To:** Who in your organization will manage this role?

**Responsible For:** Will the person in the role be managing anyone?

**Budget Responsibilities:** Will the staff member be responsible for the <COMPANY> budget?

**DUTIES AND KEY RESPONSIBILITIES**

Please provide a breakdown of tasks under the main areas of work.

For example:

*Supporting young people*

* *Running weekly advocacy sessions that will enable young people to speak up for their rights.*
* *Run a weekly drop-in for young people*

*Recruiting and Training Volunteers*

* *Recruiting and training volunteers to enable them to support activities with young people*

**GENERAL RESPONSIBILITIES**

* Please list any general duties the staff member will be asked to do.
* These may be responsibilities all or a number of people in your organization need to sign up to. For example:
  + A commitment to equal opportunities

**Person specification** **template**

In this section you should detail the qualities, skills and experience you are looking for in the person you would like to employ.

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| --- | --- |
|  | **CRITERIA** |
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| **SKILLS AND ABILITIES**  In this section please list what skills the applicant would need to do the job | For example:  *Clear and concise written and spoken communication skills*  *Ability to present written information in a structured and balanced way appropriate to the needs of the reader.* |
| **EXPERIENCE** In this section please list what experience the person would need to do the job | For example:  *Experience with working with young people, specifically 16-18 year olds*  *Supporting and motivating volunteers* |
| **KNOWLEDGE** In this section please list what knowledge this person would need to do the job? Pleaseinclude any specific qualification or training requirements. | For example:  *Knowledge of legislation for Looked After Children*  *Knowledge of the Children’s Act* |
| **PERSONAL ATTRIBUTES AND**  **OTHER**  **REQUIREMENTS**  In this section please list any other qualities you are looking for from the applicant | For example:  *Willing to travel and occasionally work unsocial hours*  *Be a good team worker demonstrating loyalty and commitment to the organization and team members* |