**Job title** |Company name

**About [insert your company name]**

Brief description of your organisation, such as what markets they operate in, products and services offered, mission statement, culture and values etc.

**About the role**

High level summary of the role including an overview of the job’s main purpose, who the job holder will report to and how the job contributes to the organisation’s success. In larger firms, some information about the department the role sits within would be helpful.

**Responsibilities**

* Bullet pointed list of the job holder’s main responsibilities
* Focus more on broad responsibilities than specific tasks
* Who will they liaise with? What will they manage?
* What work or results will they be accountable for?
* Aim for 6 – 10 concise bullet points in this section

**Location & commitments**

* List the job’s commitment expectations such as the following;
* Perm or contract
* Full-time or part-time
* Hours
* Location
* Any special requirements such as overtime, travel, evening/weekend work etc.

**Candidate requirements**

* Bullet pointed list of skills, experience and qualifications successful candidates will need
* Be specific as possible, using numbers where possible (e.g. experience managing teams of 10 or more)
* Don’t ask for anything that discriminates against personal traits such as age or sex

**Contact us to apply**

Write a call-to-action to encourage readers to apply for the job, telling them who to contact and how – including the email address of the recruiter or hiring manager