**Brightsparks Recruiting - Job Description Template**

**How to use the template**

* Anything highlighted in yellow is information for you to help complete the template and needs to be deleted before finalising the document.
* Text in [square brackets] needs replacing with the actual text needed for that section.
* You can change the wording of section titles to make them suit your organisation and job vacancy.

TITLE PAGE

If you have a logo, put it here. Alternatively, put your organisation’s name instead.

[Add job title here]

Job [specification/description]

INTRO PAGE

Hi,

Thank you for your interest in our role. [Add a line or two about your organisation here - who you are and what you do.]

**Our values**

[Add information here about your Value Proposition. A couple of sentences that tell the applicant about your vision and mission as an organisation.]

[You may then have core organisational values to list in a bullet point list below.]

* [Value 1]
* [Value 2]
* [Value 3]

**Our approach**

[Add information here about your approach as an organisation.]

**What we do**

[Add information here about the services you offer.]

You may need to use two pages for this section.

CURRENT STAFF OR SERVICE USERS’ TESTIMONIALS

**What our [staff or service users] say about working at [organisation name]:**

[You can list some staff testimonials here. Hearing from people within your organisation is a great way to let candidates know what it’s like to work in your organisation and using team members’ words makes them more relatable to a potential applicant.]

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[“*Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.*” Job title.]

**Job Title: [XXX]**

**Job Functions:**

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2. [Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.]
3. [Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.]
4. [Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.]

**Objectives for the role:** Optional. Goals/aims that measure the success of the person in the role.

1. [Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.]

**Key responsibilities:** List what the post holder will will have decision-making responsibility for or areas they have direction over, if applicable.

1. [Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.]
2. [Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.]
3. [Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.]
4. [Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.]

**Minimum Postholder Requirements** List the experience and any qualifications/training the candidate needs to be able to perform the role.

1. [Minimum 3 years’ experience of…]
2. [Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.]
3. [Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.]

**Working hours** Detail the number of hours and any working pattern information here.

* [Lorem ipsum dolor sit amet, consectetur adipiscing elit]

**Salary range** Detail the salary or salary range here

* £32,000 - £40,000

**Contract type**

* [Permanent/Fixed-term, full-time or part-time, etc.]

**Location** Detail where the person doing the job will need to be located - in an office? If so, how often/how any days? Hybrid? Home working/remote?

* [Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.]

**Reporting to** Say who their manager would be

* [Ut enim ad minim veniam]

**Responsible for** list any line reports or people the role has supervisory responsibility for.

* [Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.]

**Closing date for applications:**

**How to apply:** detail how they should apply. Via a website or email in a CV and covering letter?

This job description is correct at the date it is advertised. However, [org name] has the right to alter the specification at any time, in line with the demands and needs of the business.

Whilst this job description sets out the broad responsibilities of the role, this is not intended to be an exhaustive list of responsibilities and the role holder may be required to deliver any other responsibilities requested in line with the demands and needs of the business.