**PLACE LOGO HERE**

Job Description

**Formal Job Title**

Company Name

**Reports to:** [Formal job title of director supervisors(s) / manager(s)]  
**Supervises:** [Job titles / count of anyone supervised by employee]  
**Location:** [Main locations the employee will be based at]

## Job summary / purpose

[Brief two-to-four line summary of the main purpose of the role]

## Main duties and responsibilities

[List of key day-to-day and occasional responsibilities]

* Responsibility 1
* Responsibility 2
* [Final point covering ‘other duties’ as assigned by the manager/supervisor]