PLACE LOGO HERE

Formal Job Title

Company Name

Job Description

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]