

# Job Description

Use this template to develop a Job Description to give to interested applicants.

**Job title:** \_\_\_\_\_

**1. Duties of this job**

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**2. Context**

(Brief description of your organisation and its activities)

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**3. Objectives of this job**

(List three or four key objectives)

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**4. Accountability**

(The [job title] reports directly to the [job title of supervisor])

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**5. Conditions of appointment**

(The position is full-time/part-time [specify hours])

(This is a volunteer/paid position [detail pay and conditions])

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## 6. Performance Criteria

<p><b>Qualifications</b>  <i>Eg Membership of a professional association, certificates, accreditation etc</i></p>	
<p><b>Knowledge/skills</b>  <i>Eg Understanding the rules of the game, first aid, cooking etc</i></p>	
<p><b>Experience</b>  <i>Eg At least ... years experience as ...</i></p>	
<p><b>Personal qualities</b>  <i>Eg Communication skills, good team-work, warmth, flexibility, creativity, sense of humour, organisational skill</i></p>	
<p><b>Availability</b>  <i>Eg Some after hours work required, up to ... hours per week</i></p>	
<p><b>Other requirements</b>  <i>Eg Driver's licence</i></p>	
<p><b>Policy expectations</b>  <i>Eg Adherence to policy and code of conduct (include copy with job description and application form)</i></p>	
<p><b>Pre-employment checks</b>  <i>Eg NSW Working With Children Check, identity, work history, qualifications</i></p>	