

Guide to writing a job description

Step 1. Essential details

- Location
- Salary or if it is expenses paid only
- Full or part time
- Duration of the post
- Closing date for applications (we would suggest at least two weeks after it goes up on our website)
- How to apply, CV and/or covering letter, or your organisation's standard application form

Step 2. Summary - Provide a short paragraph describing the nature of your organisation and a very brief description or overview of the role.

Step 3. Tasks and responsibilities such as:

- Monitoring and Evaluating project performance
- Maintaining accurate written and electronic records
- Prioritise workload to meet demanding and potentially conflicting deadlines
- Raise purchase orders and maintain financial records
- Supporting the team with administration tasks
- Carry out research and evaluate data

Step 4. Person specification – work experience is not essential so the successful candidate will have the ability to demonstrate that they possess the following skills and personal qualities:

- Good customer service skills and an excellent telephone manner
- Good time management skills
- Ability to work on own initiative
- An interest in regeneration
- Strong IT skills
- Able to work as part of a team

Step 5. Personal qualities

- Culturally sensitive and able to work in a culturally diverse environment
- Ability to achieve results by communicating and dealing professionally with colleagues at all levels

- Keen to develop personal skills and learn

Other guides to writing job descriptions

The following websites contain other guides to writing job descriptions:

- [Businessballs](#)
- [Business Know How](#)
- [Business Link](#)