

Job Description Template

You needn't reinvent the wheel and write the whole job description from scratch. That might not be sustainable for each role you want to hire for if you want to scale in the future.

Below I've included the same job description template we use at Charlie when we hire for new roles. Feel free to use it, and customise it to fit your own company culture and role.

Role title:

About Charlie

We're Charlie and we exist to Make Work Better. We believe the best way to do this is by building a tool that democratises great HR for small businesses.

We're looking for {insert role title}, to join our growing {insert team name} team -to help {key objective of the team}.. Come on and join us to make work better!

What is a "Title/Level"?

We have a career progression framework that each role sits in. Level One is Junior, Level Four is a Senior, and Level Two and Level Three cover that middle area

In this role, you will:

{Insert breakdown of role}

Requirements

You must have:

{Insert key requirements}

Let us know if you have: (all of these are desirable, but none are required)

{Insert nice-to-haves}

We will still consider applications even if you don't meet every single one of the above requirements, so don't be put off if you don't match them absolutely perfectly!

We cannot offer visa sponsorship and you must be able to work in the UK.

The way we work

{insert ways of working}

Compensation Package

{insert salary range and equity options if applicable}

Benefits

{insert benefits}

Equal Opportunities Statement

We are an equal-opportunity employer and believe in the power of a diverse, inclusive team.

We welcome all applications from all suitably qualified people, regardless of race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you require anything which would enable your success throughout our interview process.

Take free trial of CharlieHR

Save yourself hours every week – and spend it building a happy, high-performing team instead

Try for free

