

Detailed Hybrid Job Description

Job Title	(insert specific job title for the role)
Reporting to	(insert direct report as well as any team members they will be responsible for)
Salary	(insert salary or a total package including base salary, pension contributions, commissions and benefits)
Type Of Role	(insert if the role is hybrid or a hybrid job share. Include any example hybrid work schedule splits, the location of the office is necessary and if they will be required to commute)
Purpose of the position:	
(Include a short paragraph of what the chief purpose of the role is and how it helps contribute to the overall goals of the company and vision of the company.)	
Chief Responsibilities:	➤ (insert a comprehensive list of expected responsibilities of the position and if appropriate, if these could be split within a hybrid job share role.) ➤ ... ➤ ...
Required experience & qualifications:	
(insert non-negotiables when it comes to required experiences, qualifications and skillsets. If necessary, explain that these can be split with a corresponding co-worker in a job share.)	
Desired experience, qualifications & personality:	
(Insert list of desired qualifications and or experience, that could make a candidate stand out. Include any desirable personality traits that could adhere a person to the role better.)	
Company benefits and ethos:	
(Insert a short paragraph about why the company is great to work for as well as the shared organisation values. Include any benefits or perks employees can expect to receive.)	