Central England Area Quaker Meeting



Job description

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| --- | --- |
| Job title |  |
| Local Meeting or Branch |  |
| Location |  |
| Salary or Salary Scale | (state if annual, or per hour, and if the amount is pro rata. If not full time state pro rata against a full time week of 37.5 hours) |
| Hours of Work | (hours worked per week – may need to add which days are worked if this is specified) |
| Main purposes of the job  1.  2.  3. |  |
| Key tasks  1.  2.  3. |  |
| Key results/objectives  1.  2.  3. |  |
| Responsible for... | (staff/equipment) |
| Reporting to… | (name and title of line manager) |
| Any special conditions | (e.g. this position will require a Disclosure and Barring Service or records check) |