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| JOB DESCRIPTION TEMPLATE |
|  |
| Name of applicant organisation: Organisation legal name |

The table below must be completed for staff position that will be funded by the Ability Programme. **This includes all direct staff (e.g. project workers and job coaches) and indirect staff (e.g. managers, administration staff).**

Please copy and paste the table for each member of Ability staff member.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Insert job title | | |
| **Roles and responsibilities of the employee** | Insert a concise description of the employee’s key responsibilities for this project | | |
| **Working Hours**  **Full-time / Part-Time** | F-T / P-T | If Part-time, state the number of days or hours per week | Insert number of days or hours per week |
| **Gross Annual Salary (include. PRSI & Pension)** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Insert job title | | |
| **Roles and responsibilities of the employee** | Insert a concise description of the employee’s key responsibilities for this project | | |
| **Working Hours**  **Full-time / Part-Time** | F-T / P-T | If Part-time, state the number of days or hours per week | Insert number of days or hours per week |
| **Gross Annual Salary (include. PRSI & Pension)** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Insert job title | | |
| **Roles and responsibilities of the employee** | Insert a concise description of the employee’s key responsibilities for this project | | |
| **Working Hours**  **Full-time / Part-Time** | F-T / P-T | If Part-time, state the number of days or hours per week | Insert number of days or hours per week |
| **Gross Annual Salary (include. PRSI & Pension)** |  | | |