

Handout: Inclusive Job Description Template

Focusing on skills, potential, and opportunity

Purpose: To help SMEs clearly identify why they are hiring, **what work needs doing**, and **what skills are actually required** — avoiding over-inflated job descriptions.

Role Overview

Job Title:

(Keep it simple and clear - avoid jargon)

Business / Team:

Location:

On-site

Hybrid

Remote (where possible)

Contract Type:

Permanent

Fixed-term

Apprenticeship

Work Placement

Hours:



About the Role

Use plain English to describe what the role is really about.

Example prompt:

“This role will support our team with day-to-day tasks and help the business grow. You’ll learn new skills, work alongside experienced colleagues, and have the chance to develop over time.”

Role Description:

What You’ll Be Doing (Key Tasks)

List the main tasks — focus on activities, not job titles.



Skills & Behaviours We’re Looking For (Essential)

Focus on what someone needs to **do**, not what they need to have done before.

Examples:

- Willingness to learn
- Reliability and time-keeping
- Communication skills
- Teamwork
- Basic digital skills



Skills We Can Teach or Support You To Develop

This section is key for inclusion — it removes barriers.

Examples:

- Industry knowledge
- Specific software or tools
- Customer service techniques
- Health & safety procedures

Training & Support Provided:



What Support Looks Like in This Role

Be explicit — this builds confidence and trust.

Examples:

- Structured onboarding
- Named mentor or buddy
- Regular check-ins and feedback
- Time to learn and ask questions

Support Offered:





Progression & Development Opportunities

Show that this role leads somewhere.

Examples:

- Increased responsibility over time
- Formal training or qualifications
- Progression to a permanent role

Progression Pathways:

Progression & Development Opportunities



Pay:

Hourly

Salary

Apprentice Rate

£

Benefits (if applicable):

Holiday entitlement

Training opportunities

Flexible working (where possible)





How to Apply (Inclusive Approach)

Offer alternatives to CV-only applications where possible.

Examples:

- Short application form
- A few written questions
- Informal conversation or task

Application Process:



Inclusive Statement

Keep this genuine and simple.

Examples:

“We welcome applications from people of all backgrounds. You do not need to meet every requirement to apply. If you’re interested in learning and growing with us, we’d love to hear from you.”

Mentor Tip for SMEs: If someone can do the tasks with training and support — they’re likely suitable, even if their CV doesn’t look ‘perfect’.

