**Appendix D**

**Example Advert Template**

To ensure the Recruitment Team receive the relevant information to advertise your vacancy please utilise this form to provide the details of your job advert.

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| **1. job overview**Minimum of 100 characters and maximum of 1000 characters, including spaces. |
| * Job role, service area and base point
* Summary of your team/ service
* Give a brief description of the role [can use bullet points]
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|  |
| **2. Describe what the candidate will do (Main duties of the role)**Minimum of 100 characters and maximum of 1000 characters, including spaces. |
| * Describe what the candidate will do in more detail and the essential requirements. This will help someone decide if they want to apply.
* Here you will need to include most important skills and qualities as this is a summarised high-level statement about the role.
* Detail why this person should work for the Trust/ service
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|  |
| **3. Working for your organisation (About Us)**Minimum of 100 characters and maximum of 1000 characters, including spaces. |
| Rotherham Doncaster and South Humber NHS Foundation Trust (RDaSH) provides a broad and diverse range of services for patients of all ages across mental health, physical health, learning disability and drug and alcohol services.We employ more than 3,400 talented people across our wide range of services who are very much appreciated, valued and respected. We are passionate about looking at ways we can enhance the quality of our service and our culture and this is reflected in doing things the RDaSH way.The Trust is committed to equal opportunities in employment and welcomes applications from all sections of the community in order to maintain a workforce as diverse as the population it serves. |