**8 October 2025**

Dear Applicant,

Thank you for your interest in the post of **XXX [keep job title concise and jargon-free]**.

In this pack you will find:

* Job Description
* Person Specification

On our website at [metrocharity.org.uk/jobs](https://metrocharity.org.uk/jobs/) you will find:

* Application Form
* Guidance Notes for Applicants
* Monitoring Form
* Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form should be sent to arrive no later than **9:00am on DD MMMM YYYY** by email to recruitment@metrocharity.org.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form which can be found on our website at the link above.

Interviews will take place in the **week beginning DD MMM YYYY**.

For further information regarding this post please contact **XXX XXX on 020 8305 5000 or by email xxx@metrocharity.org.uk**.

We look forward to hearing from you.

Best wishes

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Tony Wong, CEO

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# Job description

## Key details

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| --- | --- |
| **Job title** | XXX |
| **Employment status** | Sessional/Part-time/Full-time |
| **Duration** | Permanent/Contract until DD MMMM YYYY, [with possibility of extension] |
| **Salary/Wage** | £XX,XXX pa [pro rata]/£XX.XX per hour |
| **Hours** | XX hours a week, Monday – Friday with some occasional evening and weekend working/ This post is a sessional vacancy which requires evening and weekend availability, and which does not guarantee set weekly hours or shifts. This post would suit applicants looking for flexible, part-time work. |
| **Line manager** | XXXX |
| **Coordinated by** | XXX/NA |
| **Employer** | METRO Charity (The Metro Centre Ltd) |
| **Location** | Main location of work is METRO Woolwich/METRO New Cross/METRO Lambeth/METRO GAD/METRO Gillingham/METRO Hertfordshire [and across other METRO offices and areas of operation.]/Outreach in XXX and surrounding area. |
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## Job outline

XXX [Ideally one paragraph, maximum two short paragraphs – this is used to promote the role on the website and on Charity Job]

### [Programme]

[Description of the overall programme or partnership, if appropriate]

### [Role]

[Further details about the role, if needed in addition to the outline above]

## Main tasks

1. XXXX
2. XXXX

## Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO’s policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO’s Information Governance policies.
4. In line with METRO’s policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

# Person specification

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| **Knowledge & Experience** | **Skills & Abilities** | **Essential**  **/Desirable** | **Application**  **/Interview** |
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| **Knowledge & Experience (continued)** | **Skills & Abilities**  **(continued)** | **Essential**  **/Desirable** | **Application**  **/Interview** |
| XXX |  |  |  |
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# [What now?

* Check the template hasn’t broken.
* Check the font is VAG Rounded throughout.
* Check all body text is the same size (12 point) and left aligned – do not used justified text.
* Spell check your document.
* Check you are happy with the content, ensure any prompts (like this) have been removed.
* Check content with line manager(s) as required.
* Forward to HR for sign-off.
* HR will get CEO sign-off and forward to Communications for promotion, this will automatically include posting on our website, a paid advert on Charity Job and promotion on our social channels.