|  |  |  |
| --- | --- | --- |
| **Project Title** | *(max 15 words to briefly describe the project)* | |
| **Organisation Details** | Name |  |
| Address |  |
| Website |  |
| Size of organisation | *(micro <10, small <50, medium <250, large >=250 staff)* |
| Type of organisation | *(e.g. HEI, Research Facility, Local Authority, Non-profit, Business)* |
| **Organisation Description** |  | |
| **Key Contact** | Name |  |
| E-mail |  |
| Phone |  |
| **Supervisor (if different from Key Contact)** | Name |  |
| E-mail |  |
| Phone |  |
| **Legal Contact (for contracts)** | Name |  |
| E-mail |  |
| Phone |  |
| **Project Duration** | #weeks / months |  |
| Start after |  |
| End by |  |
| **Project Description (400 words max)** |  | |
| **Job Purpose** |  | |
| **Post** | #places |  |
| Full time / Part time |  |
| Location |  |
| **Secondee essential criteria** |  | |
| **Secondee desirable qualifications** |  | |
| **Mentoring / training provided / benefit to secondee** |  | |
| **Funding available** |  | |
| **Keywords** |  | |