

Terms and Conditions

Post Title: Administration Assistant – Grade 8.2

1. **Salary:** £23,915 per annum for 28-35 hours per week, **pro-rata if less than 35 hours.** Pension contribution of 9% (Year 1 - Grade 8.2). Annual increments of approximately 2% each year of years one to five, T&Cs apply.
2. **Duration of post:** Permanent. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. **Hours per week:** 28-35 hours, normally worked between 9.00 a.m. to 5.00 p.m, Monday to Friday. *Part-time hours can be worked over 4 days or flexibly over 5 days.* Some out-of-hours work may be required, for which time off in lieu is given. The Trust operates a Flexi-time policy.
4. **Holidays:** 30 days per annum, including public holidays. After 1 year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of 5 extra days.

The Trust has a Christmas close down and additional ex gratia holiday entitlement is given to employees to cover the period between Christmas and New Year.

5. **Place of work:** Cumbria Wildlife Trust head office at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.
6. **Applications:** Completed application forms should be returned with a cover letter outlining the candidate's suitability for the post, to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX, or by email to hr@cumbriawildlifetrust.org.uk.

Only short-listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.

7. Closing date for applications is **09:00 on 28 August 2024.**
8. Interviews will be held on **Monday 9 September 2024** at our Headquarters in Kendal
9. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions

and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service.

10. Any further enquiries should be directed to Albert Evans, Administration Officer, at Alberte@cumbriawildlife.org.uk or by calling 01539 816 300.