

Terms and Conditions

Post Title: Community Engagement Officer – Cold Springs

1. **Salary:** £25,060.80 per annum pro rata to 28 hours per week (£31,326 FTE) plus pension contribution of 9% (Year 1 - Grade 6)
2. **Duration of post:** Temporary contract for 4 years until June 2028.
3. **Hours per week:** 28 hours per week worked over 4 days. The post will involve regular out-of-hours, evening, and weekend work. Some additional extra hours 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. For employees working less than 35 hours per week this entitlement is calculated on a pro-rata basis in relation to contractual hours.
 - a. 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's Headquarters at Plumgarth's, Crook Road, Kendal, Cumbria, LA8 8LX

OR

Cumbria Wildlife Trust offices at Gosling Sike Farm, Houghton Road, Houghton, nr Carlisle, Cumbria, CA3 0LD but mostly based at Cold Springs Nature Reserve in Penrith.
6. **Flexible/Hybrid working:** Cumbria Wildlife Trust adopts flexible working practices. Some home working will be available in line with the needs of the role.
7. **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 admin@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.
8. The closing date for applications is **23:59 on Sunday 28 April 2024.**
9. Interviews are likely to be held on **Friday 10 May 2024.**

10. 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).
 - a. 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.
 - b. 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.
11. Applicants also should be aware that this post requires an enhanced Disclosure and Barring Service (DBS) check due to it being exempt from the Rehabilitation of Offenders Act and therefore spent criminal convictions should also be declared if shortlisted for an interview.
12. Any further enquiries should be directed to Helen Duxbury, Director of Development and Community Helend@cumbriawildlifetrust.org.uk or call 01539 816300.