

Terms and Conditions

Post Title: Door-to-Door Information Officer

1. **Salary:** £12.12 per hour plus a generous commission rate. This will be payable over and above the basic salary on all new memberships, allowing the Information Officer to significantly maximise earnings.
2. **Duration of post:** until October 2024.

All employees new to Cumbria Wildlife Trust undertake a probationary period of three months, in which time they are expected to establish their suitability for the post. During the probationary period, officers will have their performance reviewed monthly.

Information officers are measured by looking at the income generated in memberships versus the recruiting hours the Trust pays the officer. The minimum percentage of membership income in relation to recruiting hour's salary acceptable to the Trust is 75%.

Information officers are encouraged to keep in touch with the Membership Development Manager on a regular basis; paperwork needs to be sent in once a week.

3. **Hours per week:** Flexible working available 2-3 days a week. Usual working hours 3 - 4 per day.
4. **Holidays:** 30 days per annum, including public holidays, pro rata to 35 hours per week.
5. **Place of work:** Based at Cumbria Wildlife Trust offices at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX, but working at various locations throughout Cumbria. Mileage and travel time will be paid in line with the Trust's terms.
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, LA8 8LX, or by email to hr@cumbriawildlifetrust.org.uk.
7. **Closing date:** We are recruiting for this post on a rolling basis and the closing date will be dependant on when a suitable candidate is appointed. Early applications are therefore encouraged.
8. 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.

9. To find out more or to arrange an informal chat please contact Katie Keighley, Membership Development Manager Katiek@cumbriawildlifetrust.org.uk or ring 01539 816300.