



## Terms and Conditions

Post Title: Cumbria Wildlife Sites Project Manager

1. **Salary: £20,905.80 - £27,874.40** (based on either 21 or 28 hours per week) plus pension contribution of 9% (Year 1 - Grade 6.1 – £34,843 FTE)
2. **Duration of post:** Fixed term until 31 March 2026. 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:** 21-28 hours per week, normally worked between 9.00 a.m. to 5.00 p.m. on either 3 or 4 days between Monday and Friday. Some out-of-hours work and weekend work will be required, for which time off in lieu is given. The Trust operates a Flexi-time policy.
4. **Holidays:** 33 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. 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 offices at Gosling Sike Farm, Houghton Road, Houghton, nr Carlisle, Cumbria, CA3 0LD.
6. **Flexible/Hybrid working:** Cumbria Wildlife Trust adopts flexible working practices. Some home working will be available in line with the role's needs.
7. **Applications:** Completed application forms should be returned with a cover letter outlining the candidate's suitability for the post and returned to [admin@cumbriawildlifetrust.org.uk](mailto:admin@cumbriawildlifetrust.org.uk). Postal application should be returned to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.
8. Closing date for applications is **10.00a.m. Thursday 7 August 2025**.
9. Interviews are likely to be held week commencing 18 August 2025.
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).

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](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

11. Any role-related enquiries should be directed to Gemma Jennings, Head of Land Recovery at Cumbria Wildlife Trust [gemmaj@cumbriawildlifetrust.org.uk](mailto:gemmaj@cumbriawildlifetrust.org.uk).