

## Terms and Conditions

### Post Title: Individual Giving Administration Assistant

1. **Salary:** £8,010.00 per annum based on 10.5 hours per week (£26,700 FTE) plus pension contribution of 9% (Year 1 - Grade 7) Annual increments of approximately 2% each year of years two to five, T&Cs apply.
2. **Duration of post:** Fixed term for two years with the possibility of extension. 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:** 10.5 hours, worked between 9 am and 5 pm, Monday – Friday, 3.5 hours per day (working patterns can be discussed at interview). Some additional out-of-hours work may 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, pro-rata to 35 hours per week. 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 part-time hours, holidays are calculated pro-rata.

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 Headquarters at Plumgarths, Crook Road, Kendal, Cumbria LA8 8LX.
6. **Flexible working:** Cumbria Wildlife Trust adopts flexible working practices. Some of the duties of this post may be capable of being performed remotely by mutual agreement, once established in the role.
7. **Applications:** Completed application forms should be returned with a cover letter as a separate attachment outlining the candidate's suitability for the post and emailed to [admin@cumbriawildlifetrust.org.uk](mailto:admin@cumbriawildlifetrust.org.uk).

Postal applications should be returned to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.

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. Closing date for applications is **09:00 am on Tuesday 29 July 2025**
9. Interviews will be held on **12 August 2025** (with the possibility of 2<sup>nd</sup> interviews on 19 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 queries should be directed to Hazel Jones (Head of Fundraising) at Cumbria Wildlife Trust [Hazelj@cumbriawildlifetrust.org.uk](mailto:Hazelj@cumbriawildlifetrust.org.uk)