

Terms and Conditions

Post Title: Red Squirrel Recovery Network Project Assistant

1. **Salary:** NLW - 12.21 per hour, plus pension contribution of 9%.
2. **Duration of post:** Fixed term for 10 months. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, during which time they are expected to establish their suitability for the post.
3. **Hours per week:** 21 - 28 hours, usually worked between 9 am and 5 pm, 3 or 4 days per week, Monday to Friday. The role will require occasional evening and weekend work. For additional hours worked, 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 part-time roles, 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 offices at Gosling Sike, Houghton, Carlisle, CA3 0LD. Regular travel across West Cumbria will be required in line with the needs of the role.
6. **Flexible working:** Cumbria Wildlife Trust adopts flexible working practices. Some home / flexible working will be available in line with the needs of 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.

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 Friday 27 February 2026**.
9. Interviews will be held on **Tuesday 10 March 2026** at Cumbria Wildlife Trust's offices at Gosling Sike in Carlisle.

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.

- 11. Applicants should also be aware that this post requires a 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 role-related queries should be directed to Josh Adams (RSRN Project Officer) at Joshua@cumbriawildlifetrust.org.uk