

Terms and Conditions

Post Title: IT and Digital Officer

1. **Salary:** £18,393 per annum (FTE £30,655) plus pension contribution of 9% (Year 1 - Grade 7.1). Annual increments of approximately 2% each year of years one to five, T&Cs apply.
2. **Duration of post:** Permanent. 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 hours per week. Either worked 3 days per week or across 4 or 5 days, usually between 9.00 a.m. and 5.00 p.m, Monday to Friday. Some 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. 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, 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 Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX. Regular travel to our offices in Carlisle and across Cumbria will be required in line with the needs of the role.
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.
7. **Applications:** Completed application forms should be returned with a covering letter as a separate attachment, outlining the candidate's suitability for the post. Completed applications should be submitted to admin@cumbriawildlifetrust.org.uk.

CV's will not be considered, and applications received after the deadline will also not be considered.

Postal applications should be posted to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX or by email to

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 **9.00 am on Monday 11 May 2026**.
9. **Interviews** will be held the week commencing **Thursday 21 May 2026**.

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. Any role-related enquiries should be directed to Rob Davies (Head of Facilities and Digital for Cumbria Wildlife Trust) Robd@cumbriawildlifetrust.org.uk