Terms and Conditions

Post Title: Membership and Data Assistant (Maternity cover)

1. **Salary:** £22,236 per annum (£27,795 FTE) plus 9% pension contributions, based on a 28-hour working week. Annual increments of approximately 2% each year of years one to five; T&Cs apply.

2. **Duration of post:** Fixed term for approx. 12 months (maternity cover). 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:** 28 hours, usually worked between 9 am and 5 pm, 4 days per week, Monday to Thursday. 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. Holidays are calculated pro-rata to 35 hours per week.

   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, LA8 8LX.

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 emailed to admin@cumbriawildlifetrust.org.uk. CVs will not be considered.

   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 Thursday 3 December 2026.**

9. Interviews will be held on **Monday 14 December 2026** at Cumbria Wildlife Trust's offices at Plumgarths, Kendal.

10. Expected start date – **1 February 2027**

11. 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.

12. Any further enquiries should be directed to Mandy Naylor (Head of Membership, Data and Systems Strategy Communications) at Mandyn@cumbriawildlifetrust.org.uk