

# Summary of Terms & Conditions of Employment:

## Trusts and Foundations Officer

Fixed term contract (maternity cover):

October 2020 – May 2021



## Normal working days:

You will normally be required to work 2 days each week, Monday to Friday. However, the job requires flexibility and could include occasional weekend, evening and bank holiday working. Any time worked over 2 days each week will accrue lieu days which can be taken at other times.

## Hours of work:

Normal hours of work will be 8.45am to 5pm.

## Salary:

£22,753 - £25,753 per annum FTE (£9,101 - £10,101 pro-rata)

The salary will be dependent on the successful candidate's qualifications and/or previous experience.

Salaries are paid monthly in arrears into a bank or building society account of your choice no later than the 28<sup>th</sup> day of each month. All salaries are reviewed annually with new salary levels coming into effect at the start of each year.

**Bendrigg Trust will accept applications from freelance fundraisers and a daily rate will be discussed at interview.**

## Holidays:

Your holiday entitlement will accrue at a rate of 2½ working days per month pro rata (30 days + bank holidays per year).

## Pension:

All PAYE employees will be auto enrolled onto the pension scheme whereby contributions of 5% from the employee are matched by 5% from Bendrigg Trust to be put into a personal pension plan for you. The Trust's contribution increases by ½% for every 5 years of service.

## Training:

Appropriate internal and external training opportunities will be available.

## Contract:

This is a temporary, fixed term contract of approximately 8 months duration to cover maternity leave. The successful candidate will receive a contract on or around their start date which will be subject to a 3-month probationary period.

Registered Office: Bendrigg Lodge, Old Hutton, Kendal LA8 0NR

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