

Job Summary & Benefit

Courses Co-ordinator

Type of Employment

- Part time (14 hours) Fixed Term Contract for 6 months

Pay

- From £25,0500 to £29,000 (pro rata) per annum dependent on experience.

Location

- Home or office based, but with occasional travel around the UK as required.
- Occasional visits to the Back Up office in Wandsworth, London and surrounding area.

Hours of work

- Your normal hours of work will be between 9am and 5pm, up to a total of 35 hours per week.
- Some flexibility of working days and hours may be required in accordance with the needs of the charity.
- Flexibility in working hours may be negotiated to enable a better work/life balance or meet particular needs as required.

Probation

- There will be a six-month probation period.

Notice Period:

- One calendar month on either side, after a satisfactory six-month probationary period. During probation, notice will be one week either side.

Disabled access

- The office is fully wheelchair accessible including toilet.

Staff Benefits

- Holiday

You are entitled to 22 days paid holiday per year plus bank and public holidays. This increases by one day per year up to a maximum of 25 days (pro rata).

Additionally, the office is closed between the Christmas and the New Year period giving an additional 3 days.

- Pension

Back Up has a designated stakeholder pension scheme that staff can join. With a staff contribution of 5% salary, Back Up will contribute 3% into this scheme. Back up's contribution will increase by a 1% for every 2 years of service (cap at 6%)

- Generous sickness pay provision
- Access to financial advisor – annual initial exploratory meeting with an independent FSA
- Season ticket loan: an interest free loan for the purchase of a season ticket.
- Ride to work scheme
- Compassionate leave
- Study and sabbatical leave
- “My day” – 17.5 (pro rata) hours per year to carry out voluntary work
- Life Assurance – 3 times annual salary