



Job Summary & Benefits
CYP IAG Coordinator

Type of Employment

Part-time between 14 and 28 hours permanent

Pay

From £25,000 to £29,000 (pro rata) per annum dependent on experience (inc. 5% London Allowance).

Location

From home and able to travel to other settings around the region. Occasional visits to Back Up office in Wandsworth, London and the surrounding area.

Hours of work

- Your normal hours of work will be between 9am and 5pm, a total of 28 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