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**TERMS AND CONDITIONS**

**Type of Employment**

* Permanent, 14 hours per week

**Pay**

* From £24,500 to £28,760 (pro rata) per annum dependent on experience.

**Location**

* From home in Wales and able to travel to locations across central and north Wales. Able to visit the Spinal Cord Injury Centre’s in Oswestry and Cardiff as required.

Occasional visits to Back Up office in Wandsworth, London and other locations as required.

**Hours of work**

* Your normal hours of work will be between 9am and 5pm, a total of 14 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. The Charity contribution increases by 1% every two years of service, capped 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