TERMS AND CONDITIONS

Type of Employment
- Part time (up to 17.5 hours per week), 12 month fixed term contract (with potential to extend subject to funding)

Pay
- From £25,500 – £29,500 (pro rata) per annum dependent on experience.

Location
- Home or office based, but with occasional travel around the UK as required, including Salisbury Spinal Cord Injuries Centre.
- 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 17.5 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