

Job Summary & Benefit **Operations and Office Coordinator**

Type of Employment

- 12 months contract with a potential to become permanent

Pay

- £30 000 (pro rata for part-time roles) per annum dependent on experience. (inc. 5% London Allowance).

Location:

Back Up Offices, SW18 1GZ, Wandsworth, London

Hours of work

- to work the 21 hours between Monday-Thursday
- Some flexibility of working 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:

- Two calendar months 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 (prorate) 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