Job Summary & Benefit
Regional Outreach & Engagement Coordinator NI

Type of Employment
- Permanent Part-Time

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

Location:
Home-based in Northern Ireland, with travel to the Spinal Cord Injury Clinic at Musgrave Park Hospital, Belfast, and across Northern Ireland as required. Occasional visits to the 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 14 hours per week.
- 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:
- 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 (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 Trust has a designated stakeholder pension scheme that staff can join. With a staff contribution of 5% salary, Back Up Trust will contribute 3% into this scheme.
  Back Up Trust'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