



## TERMS AND CONDITIONS

### **Type of Employment**

Part time 14 hours a week fixed term (3 months)

### **Pay**

From £30,000 to £32,500 (pro rata) per annum dependent on experience (inc. 5% London Allowance).

### **Location**

From home and able to travel. 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 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-week probation period.

### **Notice Period:**

One calendar month on either side, after a satisfactory 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