

## **Job Summary & Benefit** **HR, People and Culture Manager**

### **Type of Employment**

- Permanent

### **Pay**

- £35k – 39k (pro rata for part-time roles) per annum dependent on experience. (inc. 5% London Allowance).

### **Location:**

In office or hybrid (at least 1 day a week in the office)

### **Hours of work**

- Your normal hours of work will be between 9am and 5pm, a total of 21 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:**

- 3 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