



TERMS AND CONDITIONS

Type of Employment

- Part time permanent, 17.5 hours per week

Pay

- From £25,000 to £29,000 (pro rata) per annum dependent on experience.

Location

- Home based, but with travel to spinal cord injury centres, hospitals and other clinical settings in the region. 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