



*The purpose of this information is solely to provide prospective candidates with details relating to the position and must not be construed as an offer or contract of employment.*

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

### **ROLE - SENIOR HR OFFICER**

#### **PAY**

The full time equivalent salary for this role will be £24,866 per annum.

#### **WORKING HOURS**

This is a full time post and the working week is 37.5 hours per week excluding lunch breaks which are half an hour. Office hours are 9am – 5pm, Monday – Friday. Payment for overtime worked in excess of a standard working week is not available, but time off in lieu may be taken by prior arrangement with line managers.

#### **LENGTH OF CONTRACT**

This post is permanent

#### **LEAVE**

The Trust's holiday year runs from 1st January to 31st December. Annual leave entitlement is 36 days; this allocation includes 8 bank holiday days and 3 compulsory days to be taken between Christmas Eve and the New Year. If you work part-time you will receive this allowance pro rata.

#### **PENSION**

The successful applicant will be auto-enrolled in to the Trust's pension scheme. More details about the scheme and contribution rates are available from the Trust upon request.

#### **DEATH IN SERVICE**

Death in service cover is provided at three times annual salary.

#### **LOCATION**

The post is based at the Nottinghamshire Wildlife Trust's office, in Nottingham. The post holder will also be required to work at various locations throughout the county.

#### **PROBATIONARY PERIOD**

A probationary period of three months applies, during which new employees are expected to demonstrate their suitability for the post.

#### **EQUALITY AND DIVERSITY POLICY**

The Trust is committed to the promotion of equal opportunities. A copy of the Trust's Equality and Diversity Policy is available on request.