*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**

**BUSINESS PARTNERSHIPS OFFICER**

**PAY**

The full time equivalent salary for this role will be £23,245 per annum, pro rata if part time hours

**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 head office, in Nottingham. The post holder will also be required to work at various locations throughout the county from time to time.

**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.