**KEY TERMS AND CONDITIONS:**

These terms and conditions are provided for information only and in no way represent a contract. In the event of an appointment if there is an anomaly between the contract and these terms, the contract is deemed to be the correct version.

Full information on terms and conditions are contained within a Staff Handbook, issued upon appointment. Enquiries on specific matters are welcomed – the following are the key issues.

Hours of work: 9-5pm, Monday to Friday with 1 hour unpaid for lunch. Flexible hours may be considered.

Holidays: 25 days per annum plus bank holidays (with increases for long service)

Pension: Pension: The Charity operates an auto-enrolment pension scheme and will match employee contributions up to the statutory amount. Details of the scheme will be available following a formal offer of employment.

Other: Sick Pay, Death in Service Benefit (3x salary). The charity has a number of well-established family friendly policies, including ‘buying’ extra (unpaid) leave, time off for dependents, variations to normal working hours. Further details on request.

General Considerations: All posts within the charity are subject to a probationary period (6 months) and periodic review.

Smoking: In the interests of Health and Safety, the Charity operates a non-smoking policy on its premises and expects staff not to smoke in company vehicles.