

Terms and Conditions

Restore Nature Now General Election Campaign Intern

1. **Salary:** £12.00 per hour, plus pension contributions of 9% and paid holidays.
2. **Duration of post:** 2 - 3 days per week on a fixed-term 5-month contract starting in June / July 2024
3. **Hours per week:** The postholder will be paid hourly for 14-21 hours per week based on agreed working hours, either 2 or 3 days per week. Hours will normally be worked between 9.00 am to 5.00 pm, Monday to Friday, however, some out-of-hours work may be required, for which time off in lieu will be given. The Trust operates a Flexi-time policy.
4. **Holidays:** 30 days per annum, including public holidays. After 1 year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of 5 extra days. For employees working less than 35 hours per week, this entitlement is calculated on a pro-rata basis in relation to contractual hours.

The Trust has a Christmas close down and additional ex gratia holiday entitlement is given to employees to cover the period between Christmas and New Year.

5. **Place of work:**
Cumbria Wildlife Trust's Headquarters at Plumgarth's, Crook Road. Kendal, Cumbria, LA8 8LX
OR
Cumbria Wildlife Trust offices at Gosling Sike Farm, Houghton Road, Houghton, nr Carlisle, Cumbria, CA3 0LD

Cumbria Wildlife Trust adopts flexible working practices. Some home working may be available in line with the needs of the role.

6. **Expenses:** The postholder will be reimbursed for travel from their designated place of work (for instance when travelling for events or meetings). In some circumstances, additional subsistence expenses may be incurred in connection with the role; these will be reimbursed where appropriate in line with Cumbria Wildlife Trust's expenses policy and approval must be sought from the Line Manager before expenditure.
7. **Applications:** Completed application forms should be returned by email to admin@cumbriawildlifetrust.org.uk or by post to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria. **CV's will not be considered.**

Only short-listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.

8. The closing date for applications is **12 noon on Friday 24 May 2024.**

9. Interviews will be held in-person at our offices in either Kendal or Carlisle on **Thursday 6 June 2024**.

A contribution towards travel expenses can be made in certain circumstances, please email hr@cumbriawildlifetrust.org.uk for further information.

10. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:

www.gov.uk/government/organisations/disclosure-and-barring-service.

employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:

www.gov.uk/government/organisations/disclosure-and-barring-service.

11. Any further enquiries should be directed to Justine Burton, Public Affairs Support on justineb@cumbriawildlifetrust.org.uk