

## **Terms and Conditions**

### **Post Title: Digital Storyteller**

1. **Salary:** £28,701 per annum plus pension contribution of 9% (Year 1 - Grade 7.1) based on a 35-hour week. Annual increments of approximately 2% each year of years one to five, T&Cs apply.
2. **Duration of post:** Temporary contract for 2 years with the possibility of extension. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. **Hours per week:** 35 hours, usually worked between 9 am and 5 pm, Monday to Friday. The role may require some out-of-hours and weekend work, for which time off in lieu is 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.

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 head office at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.  
Or  
Our offices at Gosling Sike, Houghton Road, Houghton, Carlisle CA3 0LD
6. **Flexible/hybrid working:** Cumbria Wildlife Trust adopts flexible working practices. Some of the duties of this post may be capable of being performed remotely by mutual agreement.
7. **Applications:** Completed application forms should be returned with a cover letter as a separate attachment outlining the candidate's suitability for the post and emailed to [admin@cumbriawildlifetrust.org.uk](mailto:admin@cumbriawildlifetrust.org.uk).

Postal applications should be returned to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.

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. Closing date for applications is **9am on Monday 7 October 2024 (late applications will not be considered)**
9. Interviews will be held on **Tuesday 22 October 2024** at our Headquarters in Kendal.

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](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

11. Any further enquiries should be directed to Helen Tulloch, Digital Engagement Officer, at [helent@cumbriawildlife.org.uk](mailto:helent@cumbriawildlife.org.uk) or by calling 01539 816 300.