

Terms and Conditions

Post Title: Grassland Conservation Officer

1. **Salary:** £31,326 per annum plus pension contribution of 9% (Year 1 - Grade 6) 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:** Permanent. 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
Cumbria Wildlife Trust offices at Gosling Sike, 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.

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 **23:59 on Sunday 3 February 2025**
9. Interviews will be held the week commencing **10 February 2025** 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.

11. Applicants also should be aware that this post requires a Disclosure and Barring Service (DBS) check due to it being exempt from the Rehabilitation of Offenders Act and therefore spent criminal convictions should also be declared if shortlisted for an interview.

12. Any further enquiries should be directed to Tanya St Pierre (Grassland and Pollinator Team Manager) at Tanyasp@cumbriawildlife.org.uk or by calling 01539 816 300 or Tanya directly on 077418 58375.