

Terms and Conditions

Post Title: Horticulture Conservation Officer

1. **Salary:** £18,216.80 per annum (£26,024 FTE) plus pension contribution of 9% (Year 1 - Grade 7) based on a 24.5 hour week. Annual increments of approximately 2% each year of years one to five, T&Cs apply.
2. **Duration of post:** Fixed term for 20 months. 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:** 24.5 hours, usually worked between 9 am and 5 pm, Monday to Saturday. The role will require some out-of-hours and regular weekend work. For additional hours worked 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. 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 offices at Gosling Sike, Houghton, Carlisle, CA3 0LD
6. **Flexible working:** Cumbria Wildlife Trust adopts flexible working practices.
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 **09:00 on Monday 6 January 2025**
9. Interviews will be held on **15 or 16 January 2025** at Gosling Sike.

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 Adam McGinley (Gosling Sike and Horticulture Manager) at Adamm@cumbriawildlife.org.uk or by calling 01228 829570

Please note, that there will be a delay in responses from 24th December – 1st January during our festive closedown and emails, and messages will be responded to on or shortly after 2nd January 2025.