

THE APPLICATION PACK

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Employment details

Contract Type: this post is for a permanent role. The hours of work are annualised over the year, and it is anticipated that working hours will be higher in the summer months when camping and activities on site are more intense. You will be expected to work outside normal hours. You will not be eligible for overtime payment. However, in certain circumstances, at the absolute discretion of Girlguiding Gloucestershire you may be allowed time off in lieu.

Probationary period: Confirmation of employment is subject to a satisfactory probationary period of 26 weeks. Girlguiding Gloucestershire reserves the right to extend this probationary period by up to a further 3 months.

Location: Deer Park, Cowley, Cheltenham GL53 9NJ

Salary: annualised hours equivalent to 30 hours per week: £16,500 per annum plus rent free accommodation. With opportunity for additional hours instructing activities. All accommodation related bills are paid by the post holder.

Holiday entitlement: 25 days of paid holidays per year plus bank holidays. Pro rata for part time.

Medical & criminal records check: Some roles in Girlguiding are judged as exempt under the Rehabilitation of Offenders Act 1974. Where applicable, the successful applicant will be subject to a Disclosure & Barring Service (DBS) check by the Disclosure & Barring Service. If you have accepted a caution, warning or reprimand from a police officer, then you have admitted your part in an offence and so this should be declared along with any conviction.

Girlguiding Gloucestershire will require your permission, and the relevant information, to obtain clearance from the Disclosure & Barring Service. Clearance is required prior to confirmation of appointment.

Notice period: During probation the notice period is four weeks for both parties, and three months thereafter.

Pension scheme: NEST, the government auto enrolment scheme, is operated by Girlguiding Gloucestershire.

Qualifications: the post holder is required to hold a full, clean driving licence and a current first aid at work certificate (or equivalent).

HOW TO APPLY

The closing date for applications is **Saturday 30 September 2023** at 5pm. Please complete the application form and return by email to commissioner@girlguidingglos.org.uk

Candidates shortlisted will be invited to attend an interview at Deer Park on **Friday 20 October 2023**.