**DWC BRIEF SUMMARY OF TERMS OF EMPLOYMENT**

* **Location**: the post is based at Devon Wildlife Consultants, Unit 2, Aldens Business Court, Chudleigh Road, Exeter, EX2 8TS.

DWC’s offices are currently operating special arrangements as part of the current public health guidance on social distancing, therefore it is likely that you will be required to work from home initially.

* **Salary** is £24,224 per annum on Grade Officer of DWT's salary scale. The scale has four incremental points, the highest point is currently £26,815 for full-time working (37.5 hours a week).
* **Working hours**: are 37.5 hours a week, flexitime, the parameters of which are Monday – Friday flexible bands 0800-1000 and 1500-1900, core time 1000-1200 and 1400-1500, a minimum of 30 minutes lunch break.

It should be noted that working outside of regular office hours is an essential part of this role and will include evenings, early mornings and weekends when necessary. Time off may be taken in lieu under DWC’s authorised overtime system.

* **Holidays**: 25 days a year of paid leave including 3-4 days to be taken between Christmas and New Year so that DWC’s office remains closed throughout.
* **Travel**: all reasonable travel costs incurred as part of the job will be reimbursed within DWC's approved rates.
* **Benefits**: DWC contributes 5% of salary to a personal pension scheme (following a three month postponement period). Min 3% employee pension contribution.
* **Probationary period**: the appointment will be subject to a nine-month probationary period but a full review will be carried out in the seventh month and the probationary period might be ended at that time.
* **Notice period**: during the probationary period, notice will be one week by either party. After successful completion of the probationary period, you would be required to give two months’ notice in writing. DWC will give at least one month’s notice in writing if you have less than two years’ service and, after two years’ service, one month’s notice in writing or the statutory minimum, whichever is the higher, thereafter.