

KEY TERMS AND CONDITIONS

This role is available on an employment, secondment or freelance basis.

1. SALARY / DAY RATE

The salary is approx. £30,000 p.a. (or equivalent for freelancers) but the Bevan Foundation may at its discretion offer a higher or lower initial salary depending on the skills and abilities of applicants.

2. ANNUAL LEAVE

Annual leave for employees or secondees is 24 days per annum rising by 2 days per year for each year of employment to a maximum of 30 days p.a., plus eight statutory Bank Holidays.

3. HOURS OF WORK

A normal working week for employees or secondees is 37.5 hours. Typical hours of work are 9 a.m. – 5 p.m. but may vary to meet the needs of the job to include evenings or weekend working.

We will consider requests for a different pattern of work provided they are compatible with the needs of the Bevan Foundation.

Overtime is not normally paid for additional hours worked, but may be taken as time off in lieu.

4. STATUS

The role is offered on until the end of current funding in December 2019, subject to satisfactory performance. As with all posts in the Bevan Foundation the post holder is expected to help to secure funding.

5. PENSION SCHEME

The Bevan Foundation contributes a percentage of employees' salary to either an auto-enrolment scheme or pension scheme of the employee's choice. Pension contributions will not be made for freelance roles.

7. LOCATION

The Bevan Foundation's office is in Merthyr Tydfil town centre, close to the bus and rail station and pay & display parking. We are open to discussion about working from another location for some of the working week, subject to the needs of the Bevan Foundation.

6. REMOVAL AND RELOCATION EXPENSES

The Bevan Foundation regrets that it is unable to offer assistance with removal and relocation expenses.

8. PROBATIONARY PERIOD

New appointments are subject to a six months probationary period.

9. POLITICAL IMPARTIALITY

The Bevan Foundation is an independent and politically impartial organisation. We expect all staff to uphold the principle of impartiality in the course of their duties.

We appoint candidates solely on their ability to perform the duties required of them. We do however discuss with shortlisted candidates any significant political activity undertaken in the last five years so that we can explore their ability to perform the role.

10. EQUALITY AND DIVERSITY

The Bevan Foundation recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any factor irrelevant to employment.

5th May 2019