NSPCC

National Society for the Prevention of Cruelty to Children
Terms and Conditions of Employment

This information has been prepared to give you an overview of the terms and conditions of employment that are relevant to this particular post. Every care has been taken to ensure that the details are correct, but they are not to be regarded as part of any contract of employment.

Post title: Junior Media Officer

Grade: 3

Salary: £19,000 - £22,370 per annum

NB Pro rata salary for all part-time and job-share posts.

Salaries are paid via BACs, directly into a bank or building society account of your choice, usually on the 26th of each month. In the event that you commence employment with the Charity after payroll cut-off date for that month your first payment will be made in the following calendar month.

The NSPCC's pay system is designed to attract and retain talented and committed employees who help us realise our objective of ending cruelty to children in the UK. Salaries in the pay system reflect market rates of pay for similar jobs in each of our relevant job markets and are reviewed annually to ensure we continue to reward our staff appropriately. An employee who demonstrates all the required skills, knowledge and competencies to perform their role in full, will be rewarded in line with their performance.

Annual leave
The post holder will be entitled to 29 days annual leave per annum (for part time vacancies the post holder will be entitled to the part time equivalent of 29 days). The annual leave year runs from 1 April to 31 March. After five years' continuous service, the entitlement increases to 32 days per annum (for part time vacancies the post holder will be entitled to the part time equivalent of 32 days). Service with all employers except the NSPCC is not regarded as continuous service.

On Call Media Allowance
This allowance is paid to authorised employees who participate in the out of hours, On Call Media Rota on a regular basis and, as a minimum, an average of 1 in 5 weeks over the course of a calendar year. Participation in the rota must be authorised by the Head of Department. If this minimum frequency is met an annual allowance of £500 per annum is paid, pro-rated for part time employees.

References
All appointments are subject to the receipt of at least two satisfactory written references, covering the last five years of your employment.

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Competences
The post holder will be required to attain set competencies that will directly relate to their work within the Communications Directorate.

References
All appointments are subject to the receipt of at least two satisfactory written references, covering the last five years of your employment.

Safeguarding Checks
Appointment to this post will be subject to satisfactory completion of an internal safeguarding check of our child protection records**.**

Medical clearance
Appointment to this post will require a health assessment.

Fairness, equality and diversity
The NSPCC is committed to fairness, equality and diversity in the workplace. By being diverse, we have a wide range of talents and experience, helping us to meet different people's needs and to end cruelty to all children.

Further information
For more information about working for the NSPCC please refer to our careers pages on www.nspcc.org.uk/careers

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