



## **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:** Senior Media Officer

**Grade:** 5

**Salary:** £30,199 - £35,529

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 26<sup>th</sup> 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.

### **Home-based Working Allowance**

A Home-based Working Allowance, which is currently £500 per annum, pro-rated for part time employees, in recognition of the requirement for you to work from home without NSPCC office facilities.

### **London Weighting Allowance**

London Weighting Allowance, which is currently £3,366 pa for an employee based in the Inner London area, is paid in accordance with the Allowances Policy and may be varied or discontinued if there is any change in your place of work.

### **On Call Media Allowance**

This allowance is paid to authorised employees who participate in the out

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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.

## **Market Adjustment**

This is made due to the area of work in which you are employed. Accordingly it is a temporary payment which will be reviewed each year and which may be reduced or withdrawn at the Society's discretion.

## **Shift Allowance**

This allowance is paid to employees who are required by the nature of their job and their contract of employment to start or finish work one and a half hours outside the normal office hours for their location. This may also be paid to employees who are required to be "on call" on a regular basis at times outside of their normal hours of work.

## **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](http://www.nspcc.org.uk/careers)