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##### Communications and Fundraising Officer

##### Terms and Conditions

###### Contract: This role is permanent. There will be a 3 month probationary period.

**Location:** This role is based in our office in Chester city centre, with regular travel within West Cheshire region. Flexible and home-working is desirable, as needed, through mutual arrangement.

###### Salary: £26,651 – 29,424 pro rata Payscale pt 14 - 19, pro-rata, as shown in the job description. Any review of salary levels is at the discretion of Trustees.

**Hours of work:** 21 hours per week, to be worked as needed, through mutual arrangement, through the week. This post requires occasional evening and weekend work.

**Annual Leave:** Full-time annual leave entitlement is 25 days per year. Additionally, 8 Bank Holidays are granted each year. Pro rata entitlements are applicable for those working part time hours.

**Notice to terminate:** This appointment is subject to two months’ notice either side or

the statutory minimum, whichever is the greater.

**Asylum and Immigration Act:** Successful applicants will be asked to confirm, in

advance of taking up the appointment, that they are eligible to work in the

United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their NI number or provide copies of Tax Forms P45 or P60, or other evidence of entitlement to work.

**DBS:** This post requires the post holder to be subject to an enhanced DBS check and this will be completed before commencement of duties

###### Application and Interview process

To arrange an informal discussion about the role please contact Kathryn Kirk (Outreach Manager) on kathryn@csass.org.uk or via 01244 307 499.

Completed applications should be returned **by email only** to: info@csass.org.uk

We will shortlist by checking evidence of the suitability of candidates against firstly, the essential criteria and secondly, the desirable criteria in the person specification.

**Interviews**

We intend to hold interviews on Tuesday 18th April, in Chester city centre. Applicants successful at the shortlisting stage will be contacted by email.

**Please note that the closing date is 9.00 am Tuesday 11th April.**

We’d love feedback on our recruitment, whether you choose to apply or not: <https://forms.office.com/r/fNru3sYZ8h>