

Conditions of service: Conservation Administrator



Post:	Conservation Administrator
Reporting to:	Director
Working with:	Conservation Team – Conservation Officers and Project Officer Volunteer Officer Charity Administrator Learning Officer Head of Fundraising Accounts Manager

Terms of employment:

Salary:	£20,000
Status:	Contract (18 months) Full-time
Pension:	10% employer contribution
Holiday:	20 days annual leave in addition to public holidays (rising to 25 after one year's service)
Working Hours:	Monday – Friday Normally 9.30am – 5.30pm with one hour for lunch Occasional evening and weekend work required (time in lieu given)
Location:	The post is based at War Memorials Trust office in London Occasional travel may be required around the UK