

Conditions of Service: Learning Officer



War Memorials Trust

Post: Learning Officer

Reporting to: Director

Working with: Head of Fundraising
Charity Administrator
Volunteer Officer
Conservation Team
Accounts Manager

Terms of Employment:

Salary Starting £25,000

Status Contract: Until March 2019 (i.e. 2 years if start in April 2017)
Full-time or part-time role (negotiable)

Starting date: Ideally as soon as possible but if currently teaching we recognise the beginning of August may be the earliest available starting date

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/weekend and/or overnight travel required to facilitate school/youth group visits or attend meetings (time in lieu given)

Location Preferably based at War Memorials Trust office in London but could be based remotely (negotiable)

Some travel is required around the UK to facilitate school/youth group visits or attend meetings