**Employment Details**

**Role Programme Manager – Latin America (part time)**

Place of work Your normal place of work is the Toybox office based in Bletchley, Milton Keynes. Limited travel on behalf of the charity may be required.

Hours of work Your normal working hours at Toybox in this role shall be 22.5 hours per week, (working days to be agreed). However, the nature of the work is such that from time to time it may be necessary to exceed these hours in order to fulfil the requirements of particular operations within the key result areas.

DBS All members of staff are required to have an appropriate disclosure check and a

continuing clear check to maintain employment.

Probation There is a probationary period of six months.

Notice Notice period during the probationary period of six months is one week from either side. Thereafter it is one month’s written notice from either side.

Training Full training is given as required.

Holidays Holiday entitlement is 22 days pro rata in addition to 8 statutory bank holidays, also calculated pro rata.

Sickness After the probationary period, you are entitled to up to four weeks’ paid sick leave

during a twelve-month period during which the charity will pay your full salary. The charity will examine sympathetically each individual’s situation with regard to

payment during illness that exceeds three weeks and in general on an ongoing

basis. Any benefit from the State during this time should be paid to the charity.

Ethos Toybox is a Christian Charity and seeks to project a Christian ethos in all its activities.

Salary The salary offered is commensurate with other posts at this level within the Charity and has been set at £33,000 pro rata.

Pension Upon completion of 3 months service with Toybox every UK employee will be automatically be enrolled into the pension scheme. Employees are able to opt out of the scheme if they so wish. Toybox will pay 6% of an employee’s gross monthly salary to the scheme. An employee may choose how much they contribute, however there is a minimum of 2% contribution per month.

Expenses The charity will reimburse expenses incurred legitimately through employment by the charity. Details of expenses provision is set out in the Expenses Policy. Expenses are authorised by your line manager on production of a valid receipt.