

Employment Details

Role	Head of Philanthropic Giving
Place of work	Your normal place of work is the Toybox office, 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 35 hours per week. 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 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.
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 c£34,000.
Pension	Upon completion of three months service with Toybox every UK employee will be automatically enrolled into the pension scheme. Employees will be given the opportunity 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, with a minimum amount of £10 per month, which can be set at an absolute amount, e.g. £20 per month or as a percentage of their gross salary.
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.