



CONDITIONS OF SERVICE
Fundraising Officer
Age UK Plymouth

Responsible to	Head of Fundraising
Hours of work	30 hours per week over 5 days
Rate of pay	£12.75 per hour. A mileage allowance of 45p per mile is also paid.
Place of work	Age UK Plymouth Centre's, where needed.
Probationary period	Subject to the satisfactory completion of a six month probationary period
Termination of employment	One month's notice in writing is required by either party. (Not applicable during probationary period, where statutory terms apply)
Holiday entitlement	The equivalent of 5.6 weeks per year pro rata in accordance with the employee handbook. 1 additional day added after each year of completed service up to a maximum of 5 days.
Sick pay entitlement	Company sick pay after successful completion of probation period