CANDIDATE INFORMATION SHEET

Support Services Assistant (Travel)

Terms of Appointment
This is a permanent post. The place of work will normally be MAG's headquarters in Manchester.

THE BENEFITS PACKAGE

Remuneration
The salary range for this post is £18,960 - £21,480 per annum, and the pay ranges are:

Point 1 - £18,960 per annum
Point 2 - £19,440 per annum
Point 3 - £19,932 per annum
Point 4 - £20,436 per annum
Point 5 - £20,952 per annum
Point 6 - £21,480 per annum

The starting salary will be Point 1 of the scale. Subject to satisfactory performance, progression will be automatic with individuals receiving an increment on the 1st of the month, following the anniversary of their appointment, until they reach point 6.

Other Benefits



Leave Entitlement: In addition to statutory holidays, there is an annual leave entitlement of 5 weeks per annum which increases with service to 6 weeks per annum.



Insurance: MAG provides personal accident insurance and life assurance to all staff, as well as medical and repatriation insurance for any period spent overseas whilst working for MAG.

OTHER TERMS

Working Hours: The normal working week is 37.5 hours, Monday to Friday, from 9.00am to 5.30pm with a one hour unpaid lunch break.

Pension Scheme: MAG operates a contributory group personal pension scheme which all UK based employees are eligible to join.

Probation: The postholder would be subject to a six month probationary period.

APPOINTMENT

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post for which you have applied. All offers of employment will be subject to medical clearance and candidates will be required to complete a medical form.

References: All offers of employment will be subject to the receipt of two professional references satisfactory to MAG and verification of your professional membership and qualifications.

Anti Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Asylum and Immigration Act 1996: You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

Data Protection: MAG is an international organisation with programmes worldwide, many outside of the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection for personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of 20 January 2019.

Interview Arrangements: Interviews will be held in MAG HQ in Manchester. Reasonable travel expenses for candidates invited to attend for interview will be reimbursed. If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements. If you have not been contacted within 3 weeks of the closing date, you should assume that your application has not been successful.