# CANDIDATE INFORMATION SHEET

## Executive Assistant to the Leadership Team

**Terms of Appointment**

This is a permanent post, beginning as soon as possible. The place of work will normally be MAG's headquarters in Manchester.

## THE BENEFITS PACKAGE

**Remuneration**

The salary for this post is £31,776 - £35,952 per annum, and the pay ranges are:

| | |
|---|---|
| Point 1 - | £31,776 per annum |
| Point 2 - | £32,568 per annum |
| Point 3 - | £33,384 per annum |
| Point 4 - | £34,224 per annum |
| Point 5 - | £35,076 per annum |
| Point 6 - | £35,952 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:** Annual Leave starts at five weeks each year and increases with service to six weeks.

We also offer paid sick leave, and the amount of the entitlement increases with service. Once you've been with MAG for two years, you're entitled to 13 weeks. MAG also has policies on compassionate leave, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.



**Other benefits:** MAG has a number of other benefits in place, including:

**Pension:** MAG has a salary sacrifice group personal pension plan in place, and matches employee's contributions up to 5%.

**Ride to work bike scheme:** This enables employees to buy a bike using the Governments salary sacrifice scheme - 'Cycle to Work'. You can save on the price of a bike and accessories through income tax and NI savings (another salary 'sacrifice'), up to a maximum of £1,000.

**Discounts at Retailers:** MAG has discounts for between 10% and 15% off at a few local stores in Manchester. Here's a summary:

- Cotswold (outdoors equipment)
- Nomad (selling travel equipment, alongside being a travel clinic)
- Blacks (outdoors equipment)

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

**Professional Subscriptions:** MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

## 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. MAG has a flexible working policy and the details of this can be provided on request.

**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. All offers of employment will be subject to medical clearance and the successful candidate 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. MAG requires references from your two most recent organisations and your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you and will discuss the process with any successful candidates.

**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 30th June 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.