

Relationship Manager, CILIP Cymru Wales (21 hours per week)

CILIP: the Chartered Institute of Library and Information Professionals is the UK's leading professional body for people working with knowledge, information and in libraries. It forms a community of around 31,000 people of whom around 9,553 are CILIP members and around 18,000 are regular customers of CILIP products and services. Our members and customers work in a variety of organisations from public libraries, universities, colleges and schools to law firms, banks, manufacturers and the health service. A registered charity with a Royal Charter, CILIP has around 42 staff, the majority based in its Central London offices.

SALARY AND CONDITIONS

Salary

Salary is on CILIP's salary Grade D (outside London), currently £25,981 to £32,477 for full time. Starting salary is normally at the lowest point on the grade.

Entitlement to Work

Documentary evidence of entitlement to work in the UK is required prior to employment.

Holidays

Besides normal Public Holidays the post is entitled to 25 working days holiday pa, initially pro rate for part-time staff. Under present arrangements, CILIP offices are closed from Christmas Day to New Year's Day (Monday after New Year's Day when New Year's Day is at a weekend) inclusive: this period is additional to basic leave. Basic leave, public holidays and the Christmas closure therefore provide a total of 36 days pa. For Grades D to F leave entitlement increases further, by a maximum of three days pa, according to length of service.

Hours of Work

CILIP's standard contract hours are 35 per week and although the usual pattern is 09.00 to 17.00 hours Monday to Friday with a one-hour break for lunch, line managers may agree to different start and finish times. For some roles, departmental or organisational reasons may require specific hours of work. This post is part time.

Location

The post holder will be based at home and in Wales.

Notice of Termination

Upon satisfactory completion of the probationary period, the appointment will normally be terminable on two months' notice on either side.

Probation

All staff serve a six month probationary period before confirmation of appointment.

Pension scheme

All staff with contracts of at least three months' duration, who are aged at least 18 but under 64 are eligible to join CILIP's contracted contributory pensions scheme, details of which are available on request.

Other Conditions of Service

CILIP reserves the right to transfer staff from the posts to which they are appointed to any substantially similar posts which may exist in the event that this will be of benefit to the service or necessary for organisational reasons.

OTHER BENEFITS

Season ticket and gym membership loans

Interest-free loans for the purchase of annual subscriptions to gyms, health clubs and season tickets (eg annual) for travel to and from work are normally available to members of staff.

Child care vouchers

All eligible working parents with children aged under 16 can opt to buy child care vouchers through a salary sacrifice scheme. These are paid for from gross salary, before tax and National Insurance, so can give a typical saving of £916 a year on the cost of child care (or more depending on individual financial circumstances).

CILIP Staff Extras

CILIP Staff Extras is a web-site giving staff access to over 1000 discounts from a wide range of retailers, including high street names, on-line retailers, food outlets and supermarkets.

Employee Support Programme

CILIP's ESP is a confidential and free 24 hours a day, 365 days a year telephone helpline for all staff members, their spouse/partner and any family members who live with them. The helpline has experts on hand to give support on personal issues (for example emotional problems, family concerns, work related worries, stress); as well as advice on a range of topics including: financial, legal, consumer, insurance claims, relationships, family care, work and medical.

Cycle2Work

Cycle to work is a government backed scheme to help increase access to a more sustainable means of transport to work as well as improving fitness and well-being. Operating via salary sacrifice, the scheme allows CILIP to provide cycles and safety accessories as a tax-free benefit to staff.

Membership benefits

Staff may also make use of the various benefits negotiated for CILIP Members with insurers, hoteliers and other suppliers of services.

CILIP is an equal opportunities employer.