Cheshire Wildlife Trust Employee Benefits Package

Benefit	Provision
	Leave
Annual leave	25 days annual leave on appointment, plus public holidays Holiday entitlement increases with length of service, as follows: • 26 days after 1 year of service • 27 days after 2 years of service • 28 days after 3 years of service • 29 days after 5 years of service • 30 days after 10 years of service • 31 days after 15 years of service (All entitlements pro-rated for part-time employees.) Additional leave options <u>Holiday purchase scheme</u> Employees may purchase up to one additional week of annual leave each year via salary sacrifice. <u>Holiday sell-back scheme</u> Employees may choose to sell back up to 5 days of annual leave each year. This option must be agreed before the 1st of April and no annual leave may be carried forward into the following leave year to ensure statutory minimum leave requirements are met. <u>Birthday leave</u> Employees are entitled to one paid day off for their birthday. This should normally be taken on the day itself, or within two weeks of the birthday by agreement with their Line Manager.
Sick pay	• 4 weeks' full sick pay during the first year of employment • 8 weeks' full sick pay after 1 year of service • 16 weeks' full sick pay after 2 years of service • 26 weeks' full sick pay after 3 years of service
Maternity or primary adopter pay	If eligible for Statutory Maternity Pay, we offer enhanced maternity pay for up to 39 weeks. Employees can choose from a number of pay options, allowing enhanced pay to be taken earlier or spread more evenly across the leave period. All options provide the same overall value across the paid maternity leave period, with SMP payable thereafter in line with statutory requirements.
'Paternity' or secondary adopter pay	If eligible for statutory paternity or secondary adoption pay, Cheshire Wildlife Trust will provide up to four weeks' leave at full pay, which may be taken flexibly within the first 12 months following the birth or adoption.
Dependents and carer's Leave	We recognise that employees may need time away from work to care for dependants. Eligible employees may take dependants' and carer's leave in line with current legislation.

Compassionate leave	Compassionate leave is intended to be supportive and flexible, recognising that employees' needs will vary. • Up to 10 days' paid compassionate leave per leave year (pro-rata for part-time employees) • Intended to support employees who need time away from work for compassionate or personal reasons • Leave does not need to be taken in one continuous period
Financial	
Pension	• Eligible employees are invited to join the Trust's salary exchange (salary sacrifice) pension scheme with Royal London • The Trust contributes 4% of salary as a starting contribution • Employees may choose to increase their pension contributions • The Trust will match employee contributions up to a maximum of 7.5% of salary
Financial wellbeing support	Employee Assistance Programme offering financial information and advice.
Pay and reward	• We operate a clear and transparent salary framework • Salaries are benchmarked against comparable roles within the conservation and charity sector
Salary sacrifice schemes	• Cycle to Work scheme • Tech scheme (covering eligible technology and home items from Currys, John Lewis and IKEA) • Annual leave purchase scheme
Life assurance	3x annual salary paid as a lump sum in the event of an employee's death
Life & legacy planning	The service offers practical tools to plan ahead, including an online will writer and a secure digital vault to store important documents and information in one place. It also provides guidance and support for loved ones at a difficult time, including help with funeral planning.
Discounts	• Cotswold Outdoors 15% Cheshire Wildlife Trust employee discount • Access to 'Tickets for Good' – discounted tickets to events, shows, gigs etc. • Charity Worker Discounts • Access to RSWT Benefit hub • Access to competitive Stocks and shares ISA via Royal London pension. • Cash savings via pre-loaded gift card schemes
Professional fees and subscriptions	Professional fees and subscriptions paid where relevant to job.
Travel expenses	Business mileage paid in accordance with our travel and expenses policy and if necessary, access to a Cheshire Wildlife Trust vehicle.
Wellbeing	
Flexible working	Available to all from day 1. Including 9-day fortnight, compressed hours, flexi time etc.
Employee assistance programme (EAP)	Our EAP includes information and advice on physical ,mental and financial wellbeing. The service provides counselling for you and your dependents.

Virtual GP service	Access to GP24 virtual GP service. Quick, convenient GP appointments by phone or video, 24/7. Get medical advice and support wherever you are, without the wait. The service is also available for your dependents.
Eye care	• A contribution of £25 towards eye tests • A contribution of £50 towards the cost of glasses, where these are required to carry out the role
Mental health first aiders	Trained Mental Health First Aiders across the Trust to support our employees.
Staff networks and support groups	Through RSWT, staff have access to support and networking groups including: • Colours of nature (Black, Asian, Arab, Brown, Dual Heritage, Indigenous to the Global South people) • Nature for all (Employees with a disability) • Next Gen Nature (Employees under the age of 32, this age limit was chosen by the network to include the 2 years that were "lost" to the Covid Pandemic) • Nature in Mind (Employees living with mental health conditions) • Out for Nature (Employees who identify as part of the LGBTQ+ Community and allies) • Women in Nature (supportive space for all self-identifying women)
Development	
Online learning platform	Available for development & training both technical and soft skills.
Learning and development	• All employees have a Learning and Development Plan to support their role and development • The Trust funds role-related training, where appropriate
Mentor and mentee programme	The Wildlife Trusts have joined The Charity Mentoring Network – a community platform that connects organisations, staff and volunteers together, so that they can support one another and share their knowledge and expertise.
Other perks and culture	
Dog friendly office	Well-behaved dogs are welcome in the office when accompanying their owner.
Staff reserve tours	We offer four staff reserve tours each year, open to all employees. These provide opportunities to visit our reserves, learn about our conservation work, and connect with colleagues.
Social events	A programme of social events throughout the year, including a subsidised Christmas meal and summer events.
Inclusion	We are committed to ensuring we reflect and represent all parts of society by improving access to jobs and training opportunities for groups currently under represented in our sector. Read more about our commitment to Equality, Diversity & Inclusion here.