



Rickmansworth Waterways Trust
Education Programme Manager –
Particulars of Employment

Document Number S04

Date Reviewed and Approved by the Trustees – February 2021



The Parties

The Employer is Rickmansworth Waterways Trust Ltd. (RWT)
The Employee is Robert Moore
The Line Manager is Pam Paterson, Trustee Board member.

Date of issue Feb 2017

Date of Commencement

1st Feb 2017. Continuous Employment begins on that date.

Applicable Date

The main particulars in this revision apply with effect from Feb 2017

Job Title

The job title is Education Programme Manager.

Duties

The post holder is required to undertake such duties as the Trust may from time to time specify and which are within the competency and job description. The post holder must perform their work professionally and diligently, and comply with any general or specific instruction that the Trust may give.

The Trust is a Regulated Activity provider, and the role involves the post holder in working directly with children. It is a condition of the employment that a satisfactory Disclosure and Barring Service check be held for the post holder.

The provisions of the Safeguarding Regulations apply to the Trust and the post holder.

Places of Work

The place of work for the education programme is the Education Centre, 101 Church Street, WD3 1JJ Rickmansworth. Other places of work include Batchworth Lock and its environs.

Salary & payment of remuneration

The salary is £xxx per Learning at the Lock session run based on a rate of £xx per hour. The remuneration will be paid monthly in arrears based on the number of sessions run, or anticipated to be completed, that month.

Expenses

Expenses will be reimbursed for any authorised purchases made on behalf of the Trust. Such expenses should be submitted with a receipt to the Treasurer. The post holder can claim 45p per mile, as per HMRC Regulations, for use of their own car for carrying out Trust business. The post holder must ensure that they are insured for business use.



Working hours (10 hours per Learning at the Lock Session)

Hours of work are normally 9am to 3pm during a school visit day. However, as circumstances require, but the employee is free to vary this as circumstances require and with their manager's agreement. Each session has been allocated 6 hours of teaching and preparation time and 4 hours of administration time. The administration time can either be associated with a specific school visit or in the general promotion and administration of the education programme.

Management and annual appraisal

The Line Manager and the post holder will meet together once a month for management and supervision meetings. An annual appraisal and salary review will take place each year on the anniversary of employment.

A written record of these meetings is required, which should be signed and dated by both parties.

Deductions from pay

The Trust is entitled to recover any debt owed by the post holder, by means of deductions from remuneration, including holiday pay on termination of employment.

Holidays and holiday pay

The salary rate includes an element of holiday pay. If the post holder is unable to supervise a Learning at the Lock Session their line manager should be consulted so that a suitably experienced volunteer is available to supervise and run the programme.

Other leave

Other paid or unpaid leave may be granted at the discretion of the Line Manager for personal or compassionate reasons.

Time off for public duties

The Trust allows reasonable time off for public duties in line with Statute.

Absence from work

If the post holder is for any reason absent from work, they must inform the Line Manager as soon as reasonably possible from the normal start time on the first day of absence. The post holder should indicate the reason for absence and its likely duration.

Pension

The post holder will be automatically enrolled into the Government NEST pension scheme by the Trust, details of which will be provided separately.

Personal information

The post holder should provide the Trust with the following information in writing:



Current address, Bank details for salary payment, the name of the person to contact in the case of an emergency, PAYE and National Insurance details in order to maintain records.

The Trust will treat all such information as strictly confidential and the information will be stored in electronic format.

The Trust may need to disclose such data to others, including the Inland Revenue and other authorities. The post holder consents to such recording, holding processing, use and disclosure of personal data relating to them by The Trust and our Agent bound by a duty of confidentiality. This does not affect the post holder's rights as a data subject of The Trust's obligations and responsibilities under the Data Protection Act 1998.

Equal Opportunities

In the recruitment of staff, the terms and conditions of employment that The Trust offers and the provision for training and development, the post holder will not receive less favourable treatment or consideration on the grounds of race, colour, religion, nationality ethnic origin, age, sexual orientation, disability or marital status, or be disadvantaged by any condition of employment that cannot be justified as necessary on operational grounds.

Health and Safety

The post holder has a statutory duty to observe all Health and Safety rules and take all reasonable care to promote their own personal health and safety and that of others, including Volunteers.

Variation of contract

The terms and conditions of this contract may be updated and may be subject to change, following agreements reached in discussion between Line manager and post holder. Therefore the contract may be altered at any time subsequent to the date of signing. The post holder will be notified at least one month before any change takes place.

Notice of termination of employment

1 month by either party.



Trade union

The Trust does not at present recognise any trade union as having negotiated rights. However, the post holder is entitled to join a trade union and to take time off for union activities in line with statute.

Signed for and on behalf of The Trust:

Date

Signed by the Employee:

Date