

## **GENERAL INFORMATION: Travel Administrator / Receptionist**

### **Terms of Appointment**

This is a permanent post. The place of work will normally be MAG's headquarters in Manchester although the postholder may occasionally be required to travel overseas to visit MAG programmes.

### **Remuneration**

The salary range for this post is £16,473 - £18,000 per annum, and the pay ranges are:

Point 1 – £16,473 per annum

Point 2 – £16,967 per annum

Point 3 – £17,476 per annum

Point 4 – £18,000 per annum

The starting salary is normally Point 1 of the scale. Subject to satisfactory performance, progression will be automatic with individuals getting an increment every 12 months until they reach Point 4.

Salary is paid through credit transfer to your bank on the 26<sup>th</sup> day of the month.

### **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.

### **Annual 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.

### **Pension Scheme**

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

### **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.

### **Probation**

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

### **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.

### **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.

### **Application Instructions**

Application is by completed application form. This document should be submitted to [humanresources@maginternational.org](mailto:humanresources@maginternational.org) by Sunday 19 September 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.