

Employee Benefits

Pension:

We operate a group personal pension scheme which you will join automatically after three months. We will join you on the minimum level of 2.66% contribution of your salary with an employer contribution of 5.35% made by the Institute. You may elect to pay more than this minimum % and the Institute will make a contribution of double the amount you pay up to a maximum of 7.5% of your annual salary. Most employees choose to do this through a salary sacrifice arrangement.

Leave:

- **Annual Leave**
We offer full time staff 25 days annual leave plus public and bank holidays, increasing to 27 days after the completion of three years service and 30 days after the completion of five. If you work part-time, you'll get a proportion of the entitlement, dependent on the number of days you work each week.
- **Christmas holiday leave**
Additionally, our offices are closed on 24 December and throughout the Christmas period (you are not required to use your annual leave entitlement to cover his period).
- **Volunteering leave**
We encourage volunteering and any employee may take up to two days paid leave annually to volunteer for a registered charity provided the activity does not bring the Institute into disrepute and provided that the voluntary organisation follows similar standards and ethos to the Institute. Where you are not already involved with a charity we provide opportunities to work with one local to our London office.

Loans:

- **Cycle to work Scheme**
Once you have passed your probation, you can benefit from an interest free loan to purchase a bike and equipment to help with your work commute.
- **Interest Free Season Ticket Loan**
Once you have passed your probation, you can benefit from an interest free loan to purchase an annual standard class season ticket between home and work.

Working hours:

- **Flexible start and finish times**
Our London Office operates a flexible start/finish working arrangement - subject to the job and team requirements and your managers' agreement you may vary your start and finish times so long as you work through the Core hours of 10am – 4pm and complete your contractual hours each week.
- **Other flexible working arrangements**
We fully support flexible working, and depending on your job requirements we can arrange a flexible working option to suit your personal circumstances. Examples include part-time or compressed hours or homebased working.
- **Time Off In Lieu (TOIL)**
We recognise that there are times when you may be required to work longer hours, or different hours (perhaps at a weekend) to meet the Institute's needs. To ensure you are able to rest and recuperate after these additional hours with the consent of your manager you will be granted time off in lieu (TOIL).

Learning and Development:

We place a high value on developing skills and expertise to support you in your role and beyond. We have a learning & development framework which offers amongst other things:

- Formal externally recognised qualifications e.g. ILM level 5 Diploma in Leadership & Management , ILM level 3 Diploma in Management , NVQ Professional Qualification from Institute of Customer service
- Customer experience courses – Institute of Customer service recognised courses – Employee and manager level
- Virtual working courses – helping you to adapt to remote working – e.g. virtual management, managing your virtual day, virtual communications
- Technical skills courses, linked to your job e.g. software training, copy writing, event planning
- Informal ‘brown bag lunch ‘ drop in training sessions to help you get to know about us and the sector we operate in
- Access to all of our Academy short courses and conferences, helping you understand the fundraising sector and to meet those working in it
- And if you are new to us a comprehensive induction plan to help you understand your new role and how it fits with the Institute and how we do things

You will jointly agree your development needs with your manager on joining us and then regularly meet to review and adapt these as needed.

Benefits of Institute Membership:

- **IoF Plus**
IoF Plus is a package of benefits available to IoF Individual members and employees. Once you sign in you can take advantage of high street store discounts e.g.: Cash-back cards at high street stores and supermarkets, discounts on car and house insurance, and discounts on package holidays. To reach IoF Plus, log in to the website using your work email address and password (if you can't see that, just ask the membership team). The website will open on your 'My IoF' page – scroll down and you'll see IoF Plus is the first link in the list.
- **Training & Qualifications**
You are able with your managers agreement to attend or undertake any of the Foundations professional training courses or qualifications e.g. the introduction to fundraising, CPD courses on fundraising and the law.

Social & Well-being Activities:

We encourage social and well-being activities for our employees and with input from our Staff Forum have supported the following activities:

- Pay day drinks
- Summer picnics
- Staff Breakfasts
- Whole Institute events e.g. bowling, BBQ
- Fitness activities/classes – Yoga, pilates
- Running club
- Book club

Other suggestions are always welcome.

General Support:

- **Employee Assistance Programmes (EAP)**

We provide the following employee assistance programmes

- **Empathy** - offering a free, confidential telephone helpline and counselling services. The helpline can offer you and your immediate family information and advice on workplace and personal issues 24 hours per day, 365 days per year.
- **Well Online** – free on line access to support and advice on family , financial and health matters issues 24 hours per day, 365 days per year
- **Aviva** – Counselling Service helpline – free confidential advise and phone service for personal issues.

- **Enhanced Sick Pay**

If you are absent from work due to sickness, we want you to take the time you need to ensure you return only when you are well enough to do so. To support this the Institute has a sick pay scheme which in most cases will be equivalent to normal pay for a period beyond the usual statutory sick pay obligations of an employer.

- **Headspace App**

We recognise it can be hard to switch off from work and relax sometimes. To help we provide you with access to this well-known meditation and relaxation app for free.

- **Occupational Health Support**

If we have any concerns about the effects of work upon your health or the effects of a health problem –on your performance or attendance at work, we have access to a professional occupational health team to help us support you.

Family support:

- **Maternity, Paternity, Adoption and Shared Parental leave**

We fully support working parents. If you are eligible for statutory benefits for maternity, paternity or adoption pay, we will top up your pay, and if you have been continuously employed by the Institute for a year or more we offer a further enhanced pay scheme to enable you to spend valuable time with your child.