



## **CORPORATE PARTNERSHIPS FUNDRAISER**

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## INFORMATION FOR APPLICANTS FOR THE POST OF CORPORATE PARTNERSHIPS FUNDRAISER

Thank you for your interest in being our Corporate Partnerships Fundraiser. This pack tells you more about the Ramblers, how we work, and details of the role and the people you'll be working with. It also gives information on how to apply.

### About the Ramblers

The Ramblers helps everyone, everywhere, enjoy walking and protects the places we all love to walk. We are the only charity dedicated to looking after paths and green spaces, leading walks, opening up new places to explore and encouraging everyone to get outside and discover how walking boosts your health and your happiness.

Since 1935, the Ramblers have played a crucial role in:

- establishing National Parks
- establishing the first National Trail, the Pennine Way
- protecting paths and place them on definitive maps in England and Wales
- getting access to the countryside, including the Land Reform (Scotland) Act 2003, securing ancient freedoms and the Countryside and Rights of Way Act (2000) which opened up a million hectares of countryside in England and Wales
- helping people to go walking on friendly, group walks and with our and quality library of self-guided routes.

We are as relevant today as ever before. Our programmes and activities are many and varied. We provide:

- Self-guided routes for informal walking, including free, short routes for those new to walking
- Led group walks, including free health walks for those who need a helping hand to get started
- Outings, trips away and social events for our members
- Information and education to the public on places to walk, safety and equipment
- Advocacy and campaigning for a country designed for walking
- Monitoring and inspection of the path network and rights of access
- Maintenance and upgrading of path network

Volunteers are at the heart of everything we do. Other than small staff teams in London, Edinburgh and Cardiff, all our work is carried out by volunteers. Some 25,000 work 365 days a year, rain or shine, to deliver our mission.

This is an exciting time to be joining the Ramblers. In 2015, the Ramblers adopted a new vision and strategic framework. Under a new chief executive we are developing strategies, approaches and plans to help us achieve it. Come and join us, and be part of this vital period in our history.

## **Our vision and strategic framework**

Our vision is a country where everyone enjoys the outdoors on foot and benefits from the experience.

Over the next ten years, we will focus on three ambitions to help us make our vision a reality:  
*A country designed for walking.*

We want everything to be in place in England, Scotland and Wales so we can all enjoy the outdoors on foot and benefit from the experience. This includes great places to walk; a true right to roam and path networks that connect people with communities, history, and nature; we want to ensure the right support from government, society, public and private organisations to help us achieve this. A walking country will enable and motivate more people to walk, as a means of transport, for their health and wellbeing, to help the environment or for the sheer joy of it!

*Helping everyone find their feet*

Walking can take you anywhere. We want to provide the support and resources everyone needs, regardless of their age, background, fitness or mobility, to enjoy and benefit from walking outdoors. We want to help construct the national and local policies and programmes that give individuals and communities the opportunity to go out and walk, and we want to educate them about how walking can improve their health and wellbeing.

*Connecting people through the Ramblers*

We want to improve the health and wellbeing of the public by providing our own communities of walkers with the best possible Ramblers experience. This includes leading high quality walks, facilitating outings and holidays that help people enjoy the best walking has to offer; producing expert resources so people can safely explore the outdoors themselves and connect with nature; and providing tailored support to individuals to help them progress from the sofa to the summits or the city street to the mountain peak.

We will do all this by leading from the front. Over the next ten years we will stand together with the outdoors community, inspire a new generation of walkers and continue to work in partnership to achieve our three ambitions.

## **Our priorities 2017 – 2020**

Under the direction of our new chief executive we will be mapping out in more detail how we plan to achieve our ambitions in the years before 2025.

As outlined in our strategic framework, we will “lead from the front” and invest in the five strategic priorities outlined below - to stimulate growth, to ensure continued value and relevance to our supporters, and to deliver our charitable aims over the coming decade. A table at the end of this business plan summarises these priorities over the next three years.

## **IMPROVING INTERNAL INFRASTRUCTURE**

We will improve our IT, finance, HR and telephony systems, through phase one of our new “Tapestry” ICT programme. Tapestry will enhance our effectiveness and efficiency and help us to better deliver our mission. Tapestry phase two will be scoped in 2017-18. This work will be led by our Director of Services and her team.

## **UNDERSTANDING AND MEETING SUPPORTERS’ NEEDS**

We will invest in insight research, digital data management and enhanced communications (focussing on our members and on our paths/access work) to better understand and service our supporters needs and inform “Tapestry” phase two. This work will be led by our CEO, working with our Director of Services, A&E, M&F and D&D.

## **DEVELOPING A REGULAR CYCLE OF MAJOR CAMPAIGNS**

We will plan, develop and deliver regular campaign activities, with a focal point each season and innovative, awareness-raising approaches, to reach out and proactively involve supporters with our cause, across all three nations, as appropriate. This work will be led by our Director of Advocacy and Engagement (A&E) and her team.

## **INCREASING MUTUAL SUPPORT FOR VOLUNTEERS**

We will invest in developing policies and guidance, training, role profiles, staff resource and improved ways of working, to mutually support our volunteers and enable them to deliver our vision on the ground. This work will be led by our Director of Delivery and Development (D&D) and his team.

## **GENERATING DIVERSE INCOME STREAMS**

We will put membership at the heart of our work, strengthen our devolved nations and invest in our key partnerships - for example with the People’s Postcode Lottery and Ramblers Walking Holidays - to continue to strengthen our financial position. This work will be led by our new Director of Membership and Fundraising (M&F) and her team.

## **ONGOING THEMES**

In addition to leading from the front on the five key investment priorities outlined above, we will also continue to steadfastly support our volunteers to deliver services for our members, beneficiaries and the walking public. We will provide this mutual support through continual investment of resources into the important ongoing themes below, across all three years of this rolling business plan:

The operational priorities of the **fundraising team** include:

- To build and embed a sustainable, long-term fundraising strategy, to grow income from a diverse range of funding channels, to enable the delivery of our charitable mission.
- To build and maintain strong relationships with new and existing funders including individuals, corporate partners, trusts and foundations, and the Peoples’ Postcode Lottery.
- Using evidence-based audience insights, understand the needs, wants and behaviours of new and existing supporters, and evolve our case for support to attract, retain and engage a loyal community of supporters.
- To reignite the Ramblers individual giving and legacy fundraising programmes, building meaningful relationships with new and existing supporters who passionately support our cause

## **Our governance**

At the heart of everything we do are our members who support our values and deliver the vast majority of our work by volunteering their time and energy. At our annual gathering, called the General Council, these volunteers elect a Board of Trustees who strategically run the charity on their behalf. Formally we are the Ramblers Association, but we operate as the Ramblers.

Whichever nation they call home, every member who joins us is part of Ramblers Great Britain. Ramblers Scotland and Ramblers Cymru operate independently but within the Ramblers GB family. Areas in Scotland and Wales elect a national council similar to the General Council. These councils elect an executive committee who set the strategic direction and policy for our work in Scotland and Wales. Our GB strategic framework and business plan are supported by equivalent documents for Ramblers Cymru and Ramblers Scotland.

Trustees delegate responsibility for the day to day management of the charity to our Chief Executive and her team.

## **The team**

The Ramblers GB staff team comprises five divisions:

- chief executive's office – provides overall leadership to the organisation, supports local area leadership teams and makes sure our charity is governed effectively
- advocacy and engagement – lobbies and advocates on behalf of walkers, campaigns to bring about change for walkers, engages our supporters to help deliver our mission and generates income through fundraising
- delivery and development – helps get more people walking more often through member and non-member products and services including group walks, self-guided routes and path maintenance activities; ensures a consistent approach to the management and support of volunteers across the charity
- membership and fundraising – understanding the needs of our members and supporters, to recruit, retain and motivate our members so that we benefit from their loyalty, support and involvement with the charity. To lead fundraising activities to enable the charity to remain free to deliver its charitable aims.
- services – provides underpinning infrastructure to support the delivery of our mission, through finance, human resources, facilities, ICT and member recruitment and retention.

There are also teams in Ramblers Cymru and Ramblers Scotland, reporting via their directors, to the chief executive. These teams deliver the business plan for their nation.

We have frameworks which set out how work is delivered across our GB and national teams, to avoid duplication and maximise our efforts.

Our divisional structure does not neatly map to our strategic framework pillars. As a small organisation with big ambitions, all our work is delivered in a genuinely cross-team, collaborative way. Whichever division you join, you will have the opportunity to contribute to delivering all aspects of our mission.

Whichever team they're in, and wherever based, our staff all have a few things in common – a passion for walking and the outdoors, a love for our volunteers, and a commitment and resilience to make ambitious plans happen in a challenging environment.

## **The Role**

We are looking for an excellent relationship manager and highly skilled new business developer to lead our Corporate fundraising programme.

The Corporate Partnerships Fundraiser will be responsible for delivering our Corporate Fundraising strategy with a key focus on developing new business opportunities to secure both core and restricted funding for the Ramblers including through Sponsorship arrangements, relationship management with existing corporate funders including People's Postcode Lottery, leading on reciprocal marketing activity and membership benefit partners where of significant income potential to the Ramblers

The post holder will manage the organisations funding and prospect pipelines, will identify corporate funding opportunities, conduct research, deliver presentations, proposal and pitches and apply for and secure funding opportunities primarily with commercial partnerships and where appropriate non-commercial organisations that may provide income generating opportunities.

They will work closely with the Head of Fundraising to account manage our corporate partners with a focus on longer term strategic fundraising relationships, continually reviewing progress and driving added value.

They will play a key role in ensuring our Impact & Evaluation reporting is of the highest possible standard and will engage and inspire our funders.

They will also provide support, as necessary, to the Trust & Statutory Fundraiser on bids and pitches for other forms of funding.

This position is part of the Memberships and Fundraising division reporting to the Head of Fundraising

## **The Challenge**

It is important that the successful candidate is an excellent communicator who can quickly build positive relationships with internal and external partners to drive income for the Ramblers through corporate partnerships.

You will need to possess a range of skills, with a particular focus on excellent interpersonal and communications skills, strong relationship management and keen research, prospecting and analytical skills.

You will need to be a confident speaker, able to deliver pitches and presentations to prospective funders.

At the same time, you will need to be passionate about the outdoors as we are, with the confidence, resilience and commitment to ensure plans happen.

## Success Measures

### You will be able to:

- Deliver excellent account and relationship management
- Deliver income targets between £100k - £5 million from partnerships
- Research, compile and manage prospect pipelines
- Manage budgets and produce financial reporting
- Manage our corporate and lottery programme in line with all relevant regulation
- Communicate both verbally and written with a range of audiences
- Develop high quality, coherent and thorough fundraising proposals and pitches
- Undertake negotiation with companies, often complex, on behalf of the Ramblers whether agreeing terms with corporate partners or negotiating with colleagues across the Ramblers to deliver on each partnership
- Demonstrate good attention to detail and strong analytical skills
- Copywriting for fundraising communications
- Project Management
- Able to work evenings and weekends occasionally
- Able to occasionally travel to meet funders, attend events and work with regional colleagues
- Able to work independently, applying own initiative
- Able to be flexible and adaptable

## The Division

- The Membership and Fundraising division is responsible for attracting and retaining members and supporters, and generating the vast majority of the Ramblers income – essential for the delivery of our mission and the health and sustainability of the charity.
- The division was formed in September 2017, to bring the membership and fundraising teams together as one united team, to more effectively grow our community of members and supporters – and associated income. We're at the very early stages of preparing for future growth. New ways of working and a change in culture are underway, and vital roles have been identified to increase capacity, expertise and leadership in 2018, to impact the Ramblers reach, relevance and impact over the coming years.

## Candidate Application Information

Initially please refer to the Role Profile (Job Description) below for this role to check that you meet the criteria in the “knowledge, skills and experience” section that are necessary for the job.

**Then send us your CV and a covering letter by the end of the day on 12 December 2018.**

**Shortlisting – 12 December 2018**

**Interviews – 17 and 19 December 2018**

This can be e-mailed to [recruitment@ramblers.org.uk](mailto:recruitment@ramblers.org.uk) or posted to:

***Human Resources***

***Ramblers***

***2<sup>nd</sup> Floor Camelford House***

***87-90 Albert Embankment***

***London***

***SE1 7TW***

**Any applications arriving after this deadline will not be considered for shortlisting unless there are exceptional reasons.**

### Candidates with disabilities and special needs

Please tell us if there are any reasonable adjustments we can make to assist you in your application.

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

### Guidance for CV and cover letter submission

Please send an up to date relevant CV including contact details of two referees. Note: - we will not take up references before short-listing. Please also complete our Equal Opportunities Monitoring form by downloading from the jobs section of our web page <http://www.ramblers.org.uk/jobs.aspx>

This job pack contain information about the Ramblers, the job vacancy and the person required. You should read these carefully to make sure that the job and conditions are suitable.

It is our intention to appoint the best candidate for every vacancy in accordance with our Equal Opportunities Policy. To do this fairly, within the overall recruitment process at stages throughout the process we will need all candidates to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and which are regarded as essential to the job.

Providing a covering letter is the most important part of your application. It should be used to tell us how you think you meet the selection criteria listed on the knowledge, skills and expertise

section of the job description. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job. It may be easier to use headings relating to the requirements detailed in the person specification and demonstrate how you meet them.

**Ensure your covering letter is no more than 2 pages long (2 sides of A4).**

Whilst the application is by CV and covering letter, the successful candidate will be required to complete the Ramblers standard application form on appointment.

## **Equal Opportunities**

The Ramblers is an equal opportunities employer. Candidates should note that our recruitment procedures are carried out in accordance with equal opportunities principles and selection is based on how well candidates meet the objective criteria, which are stated as the requirements for the job. We welcome applications from individuals regardless of race, gender, disability, gender identity, marriage & civil partnership, sexual orientation and pregnancy or maternity

We ask that all candidates for this post complete the Equal Opportunities Monitoring Form available from the job page of our website - <http://www.ramblers.org.uk/jobs.aspx>, which will enable us to monitor the effectiveness of our Equal Opportunities Policy. The information is kept confidentially within the HR Department.

We regret that we are unable to acknowledge receipt of applications, but please telephone the HR Department on 020 7339 8500 if you want to check yours has been received. If you do not hear from us within four weeks of the closing date please assume that you have not been shortlisted.

## Role Profile

<b>Job Title:</b> Corporate Partnerships Fundraising	<b>Responsible to:</b> Head of Fundraising
<b>Department/Division:</b> Membership & Fundraising	<b>Responsible for:</b> N/A
<b>Contract:</b> Permanent	<b>Hours:</b> Full time – 35 hours per week
<b>Band:</b> 4	<b>Location:</b> Central Office, London

### **Purpose of Role:**

The Corporate Partnerships Fundraiser is responsible for delivering our Corporate Fundraising strategy with a key focus on developing new business opportunities to secure both core and restricted funding for the Ramblers including through Sponsorship arrangements, relationship management with existing corporate funders including People's Postcode Lottery, leading on reciprocal marketing activity and membership benefit partners where of significant income potential to the Ramblers

The post holder will manage the organisations funding and prospect pipelines, will identify corporate funding opportunities, conduct research, deliver presentations, proposal and pitches and apply for and secure funding opportunities primarily with commercial partnerships and where appropriate non-commercial organisations that may provide income generating opportunities.

They will work closely with the Head of Fundraising to account manage our corporate partners with a focus on longer term strategic fundraising relationships, continually reviewing progress and driving added value.

They will play a key role in ensuring our Impact & Evaluation reporting is of the highest possible standard and will engage and inspire our funders.

They will also provide support, as necessary, to the Trust & Statutory Fundraiser on bids and pitches for other forms of funding.

### **Key Responsibilities:**

- Support the Head of Fundraising to develop and deliver the Corporate Partnerships strategy across GB
- To manage the day to day running of existing corporate partnerships, delivering excellent account management and ensure that all corporate partners are stewarded appropriately and effectively
- To liaise with key contacts ensuring a high level of communication is maintained, both internally and externally
- To maximise income from corporate relationships through all viable income streams and achieve targets in the most cost-effective manner possible
- Ensure partnership activities are fully integrated into Ramblers engagement activity where appropriate and develop opportunities with new and existing partners to amplify Ramblers campaign messaging
- To monitor progress against budget on-going throughout the year, including through the use of quarterly forecasts and accounting for any variations in income.
- To identify and map appropriate partners for strategic partnerships, adoptions, cause related marketing activities, sponsorships and other corporate fundraising activities, ensuring that appropriate actions are allocated and followed up.
- Researching, managing prospect pipeline and prioritising new business opportunities
- Prepare pitches and proposals
- To deliver new and existing strategic fundraising partnerships that grow income and help the Ramblers deliver our organisational mission
- To work with Membership team to ensure membership opportunities are scoped and implemented and that

partner's employees are aware of Ramblers activities and offerings

- To co-ordinate and liaise with Ramblers Wales and Scotland on business development opportunities and GB wide partnership activity
- To work with the Ramblers internal teams to identify appropriate projects for funding and volunteering opportunities available to corporates and their employees and prepare proposals and presentations when necessary to companies both targeted and from unsolicited requests
- To ensure agreements are prepared for all new corporate partnerships, ensuring that deadlines and financial agreements are confirmed.

#### **Project management**

- To manage bespoke projects in relation to corporate fundraising
- To ensure highest possible quality impact & evaluation reporting to funders
- To liaise with the supporter services team to ensure accurate current partnership income streams
- To update Fundraising and other departments of current income levels
- To feedback totals to existing companies on a regular basis

#### **Special event management**

- To undertake planning and hosting corporate special events identified from new and existing corporate partners
- To liaise with other engagement team members and other departments within the Ramblers GB to provide the necessary support

#### **Database**

- Establish and regularly update current corporate records and ensure the highest standards of data capture are maintained ensuring a complete picture of all donors and prospects, whether individuals or organisations. This includes – but is not limited to – information on giving history, relationships, contacts, applications submitted etc.
- Accurately record sales targets, leads, activities and outcomes of the partnership fundraising activity.

**To undertake such other duties as may be reasonably required of the post holder by the Ramblers.**

#### **Decision-making**

The post holder will support on making recommendations and decisions relating to the Corporate Fundraising aspect of the Fundraising strategy. They will work independently where needed and will rely on organisational and team policies and guidelines to apply judgements to various situations both internally and externally.

The post holder will seek support from the Head of Fundraising and where relevant the Director of Membership and Fundraising in all decisions pertaining to the overall strategic objectives of the department and organisation and where serious or complex matters are involved such as the potential for reputational risk, significant financial loss or investment and matters related to over brand and communications strategies.

#### **Analysis and initiative**

The post holder will be required to take a fresh and innovative view of various aspects of partnership management, new business development and will take on the refinement and creation of new corporate fundraising approaches, working practices and policies. They will need to be relationship focused, creative and innovative in their approach.

The will be required to conduct their own analysis of the risks and benefits of each project, activity and initiative and discuss with the Head of Fundraising the viability and appropriateness of each project.

#### **Communicating**

The post holder will maintain a range of professional relationships with internal and external stakeholders on behalf of the Ramblers and will be required to produce a range of verbal and written communications to suit each intended audience and display strong influencing skills. These stakeholders include, but are not limited to, the People's

Postcode Lottery, Corporate Partners, Trusts, Foundations, the Database Admin team, Communications Team, Campaigns Team, Memberships Team, Finance Team, Delivery & Development, Scotland, Wales, external suppliers, agencies, consultants and regulatory bodies.

The role requires the holder to produce a range of written marketing materials including, case for support, propositions, social media copy, proposals, bids, impact reports, stewardship communications and any other required copy.

## **People**

The post holder will be required, as part of project management, to coordinate, coach, support and advise colleagues as appropriate.

## **Resources**

The post holder will have no delegated budget responsibility but will advise on matters pertaining to their work such as projects or account budgets.

May perform activities such as data input/collation or handling information or equipment in day to day work.

## **Knowledge, skills and expertise (person spec)**

### **Essential (ES) / Desirables (DE)**

#### **Skills / Abilities:**

- Proven and demonstrable account management / relationship management skills and experience **(ES)**
- Proven track record in delivering income targets between £100k - £5 million from partnerships **(ES)**
- Ability to research, compile and manage prospect pipelines **(ES)**
- Ability to communicate both verbally and written with a range of audiences **(ES)**
- Ability to develop high quality, coherent and thorough fundraising proposals and pitches **(ES)**
- Negotiation skills – the post-holder will be required to undertake negotiation with companies, often complex, on behalf of the Ramblers whether agreeing terms with corporate partners or negotiating with colleagues across the Ramblers to deliver on each partnership **(ES)**
- Good attention to detail **(ES)**
- Strong analytical skills **(ES)**
- Excellent interpersonal and communication skills **(ES)**
- Competence in the use of IT tools including Word, Excel and PowerPoint **(ES)**
- Copywriting for fundraising communications **(ES)**
- Experience of society lotteries **(DE)**
- Experience of working with the Gambling Commission **(DE)**
- Ability to manage budgets and produce financial reporting **(DE)**

#### **Knowledge**

- Significant knowledge of direct marketing and integrated campaign principles **(ES)**
- Understanding of key donor recruitment channels and approaches **(ES)**
- Proven Project Management experience **(ES)**
- Donor stewardship techniques **(ES)**
- Relationship/Account Management experience **(ES)**
- Broad fundraising sector knowledge and experience **(DE)**
- GDPR **(DE)**
- Fundraising regulation and best practice **(DE)**

#### **Qualifications / Membership**

- No formal qualifications required
- Membership of Institute of Fundraising **(DE)**

### **Personal Attributes and Circumstances**

- Able to work independently, applying own initiative **(ES)**
- Able to be flexible and adaptable **(ES)**
- Able to work evenings and weekends occasionally **(DE)**
- Able to occasionally travel to meet funders, attend events and work with regional colleagues **(DE)**

### **Key Contacts**

#### **Internal:**

- Communications
- Policy
- Scotland
- Wales
- Delivery & Development
- Digital
- Finance
- Memberships

#### **External:**

- Corporate Partners
- Lottery Societies
- Gambling Commission
- Fundraising Consultants
- Regulatory Bodies
- Sector Bodies
- Digital Agencies

### **Other essential requirements for the role-holder**

Every member of staff is expected to show respect to their colleagues, our volunteers and members and to understand and adhere to the following:

- Ramblers Code of Conduct and Values
- Equality and Diversity Framework
- Health and Safety Policy
- ICT Security Policy

Staff should also ensure that they act in accordance with The Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003, Fundraising Code of Practice, Ramblers financial instructions and UK employment law if applicable.

The details contained in the Role Profile, particularly the key responsibilities, reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Ramblers will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

## Conditions of Employment

### PAY

The commencing salary of this role is between £34,000 and £39,500 pa depending on experience

Cost of living increases are normally applied, subject to approval, in October each year. Salaries are paid on the 28<sup>th</sup> of each month via bank credit transfer.

We do not pay a separate allowance to homeworkers.

### WORKING HOURS

The working week is currently 35 hours, Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

### TRAVEL

For some roles, there is a requirement to travel across the nations and to regional offices (Cardiff and Edinburgh). There may also be, on occasion, the need for overnight stay. Reasonable travel and hotel expenses may be reclaimed using via Ramblers expenses procedures

### LEAVE

Annual leave is 25 days per year plus paid holiday on statutory and other public holidays, this is pro rated for part time staff and staff on fixed term contracts. The Ramblers' office is closed on statutory holidays and from 24 December to 01 January inclusive. The office is also closed on 23 December when that day falls on a Monday; and on 02 January when that day falls on a Friday.

### PENSION SCHEME

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements, employees will see 2.4% of their earnings going to their workplace pension. In turn Ramblers will be obliged to add a contribution that is the equivalent of 2% of your earnings. Tax relief adds another 0.6%.

In addition, Ramblers currently offer a higher level of contributions at 6% of your basic salary, provided employees contribute at least 5%.

### PROBATIONARY PERIOD

All new employees will be required to undertake a period of probation for three months, in which time you will be expected to establish your suitability for the post. At the end of this period and subject to a satisfactory performance you will be transferred to the established staff.

**RAMBLERS MEMBERSHIP**

All staff on successfully completing their probation get free Ramblers Membership. This gives you access to hundreds of group led walks every week, Ramblers Routes online library as well as four issues of Walk magazine a year. In addition, you will be entitled to a host of membership discounts and offers.

**TRADE UNION MEMBERSHIP**

The Ramblers recognise the Union Unite. The Union has sole consultation rights within Ramblers for terms and conditions of employment and other matters concerning staff. The Ramblers encourages all employees to join the union.

**FLEXIBLE WORKING**

After 26 weeks continuous service, Ramblers will consider applications for flexible working arrangements. The Ramblers will enable as many jobs to open to job sharing as is operationally practicable.

**SEASON TICKET LOANS AND CYCLE TO WORK**

The Ramblers operate a season ticket loan and cycle to work scheme (available after 3 months service).