Post of **Secretary and Head of Campaigns** for the charities Animal Concern Limited and Animal Concern Advice Line and Company Secretary of the non-trading Company the Scottish Anti-Vivisection Society Limited.

**DUTIES:** Become Company Secretary of both Animal Concern and the Scottish Anti-Vivisection Society Limited and Secretary of Animal Concern Advice Line. With the support of our Secretary/Bookkeeper and our Accountants the successful candidate will be responsible for ensuring our organisations comply with and work within relevant Company and Charity legislation.

With the support of our Membership Secretary and her Admin Assistant, endeavour to increase our Membership base, recruit new Trustees and ensure we meet our obligations regarding Annual General Meetings and Annual Reports and Accounts. Part of this will involve doing media work to publicise our campaigns and, with the help of our part-time webmaster, making more use of our websites and social media.

As Head of Campaigns you will, with the support and guidance of our Board of Trustees, continue our current campaigns and identify others we might consider taking on. To see the type of campaigns we have been involved checkout the news pages on our websites.

**HOURS:** 32 hours per week. These can be worked flexibly to suit your circumstances. Some weekend work will be required as our AGMs and Board Meetings take place in Glasgow on 3 or 4 Saturdays a year.

**PLACE OF WORK:** This post is home based. If necessary we will help you equip and furnish a home office and an allowance for energy use will be made.

**REMUNERATION:** £26,000 per annum.

**EXPENSES:** All reasonable out of pocket expenses will be reimbursed. Wherever possible receipts or travel tickets must be provided. When travelling on public transport it is preferred that where practical second class rail is used. When away from home on business (such as attending meetings in Glasgow if required), wherever possible budget hotels such as Premier Inn should be used.

Use of employee’s car for work purposes will be reimbursed at a rate of 45p per mile plus 5p per mile for any passengers working for us. This allowance covers fuel costs, wear and tear on the vehicle and any increase in car insurance for using the car for business purposes. Employees must inform their insurer before using a vehicle for work purposes as failing to do so invalidates many insurance policies.

Any expenses claims should be made, in writing and with supporting receipts, to the Chairperson within five days of the end of each month. If necessary please request an advance on expenses if required for the likes of attending meetings in Glasgow.

**HOLIDAYS:** 5 weeks per year plus December 24th to January 2nd inclusive. It would be appreciated if holidays are taken with regard given to the deadline dates for AGM mailings and the date of the AGMs. The date for AGMs, in keeping with the parameters specified in the Articles of Association, should be agreed with the Board by September of the previous year. AGM mailing timetable should then be drawn-up and holiday dates arranged to facilitate being able to attend the AGM and to ensure all mailings are issued within their deadlines. As was done for the 2022 AGM the date of the meeting, so long as it meets the requirements of our Articles of Association, may be chosen to facilitate the employee’s holiday plans.

**PENSION, SICKNESS LEAVE & SICKNESS PAY, MATERNITY LEAVE, BEREAVEMENT/COMPASSIONATE LEAVE:** We undertake to meet or surpass the minimum legal requirements on all of these issues. In the case of bereavement three working days of paid bereavement leave will be given though that may be extended on request if the employee is the principal person dealing with the funeral arrangements etc. If requested three days paid bereavement leave will be given on the death of a companion animal. If work duties necessitate the employee using paid childcare or bringing children with them when attending meetings any costs incurred will be met by the employer.

**GRIEVANCE PROCEDURE:** Any problems should be raised in the first instance with the Chairperson and if the Chairperson and the employee cannot resolve the issue it should be taken to the whole Board for discussion. If this still fails to resolve the situation then arbitration may be sought from a mutually agreed arbitration service.