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## INFORMATION FOR APPLICANTS

### **Crohn's & Colitis UK, the working name for The National Association for Colitis & Crohn's Disease (NACC)**

Crohn's & Colitis UK is the national charity providing support and information to people affected by Ulcerative Colitis and Crohn's Disease and raising funds for research. Information about the illnesses can be obtained from the NACC website. The charity has 30,600 members and 70 Groups throughout the United Kingdom. Neither the cause nor a cure for Inflammatory Bowel Disease (IBD) has yet been identified. NACC members and Groups have raised over £4 million to fund research into these. Our Groups hold events, undertake publicity and raise funds locally.

### **The NACC Office in St Albans**

This is NACC's only office and the charity has been based in St Albans since it was founded in 1979. We moved to our premises in Beaumont House in 1995 and the office was recently extended. There is adequate parking available for all staff at present.

The current Crohn's and Colitis UK staffing structure is (new posts identified with \*):

- *The Chief Executive, Assistant to the Chief Executive and Receptionist/Secretary*
- *Director of Information and Support, Assistant to the Director, (\*Helpline Manager (to be recruited), Publications Officer, three part-time Information Officers and half-time Team Secretary. (\*Public Affairs Office to be recruited)*
- *Director of Member Involvement and Volunteering, Assistant to the Director, Volunteer Development Manager, Group Support Officer, two Team Secretaries. (\*Group and Volunteer Development Officer – Scotland and Northern Ireland to be recruited when funding available)*
- *Director of Marketing and Fundraising, Marketing and Fundraising Development Officer, Marketing and Fundraising Projects Officer, Marketing and Fundraising Operations Office, Marketing and Fundraising Administrative Assistant, Marketing and Media Administrative Assistant and a part time Financial Processing Data Assistant.*
- *Director of Finance and Administration, Membership Database Manager, Membership Assistant, Administrative Assistant.*

### **Terms and Conditions of Employment**

A full time working week is 35 hours, worked between the hours of 8.30 and 6.00pm. A probationary period of six months will apply. Paid annual leave is 22 days per year for a full-time employee, increasing by one day per year up to a maximum of 27 days. Salaries are paid monthly in arrears direct to a bank account and are reviewed annually, normally in July.

NACC offers staff who have been employed for six months the opportunity to join a Group Personal Pension Plan with Clerical Medical to which the charity contributes 8% and the employee a minimum of 5%. Travel expenses include mileage at 40 pence per mile, but NACC prefers staff to use public transport where practicable. NACC has a no-smoking policy in the NACC Office.

Richard Driscoll  
Chief Executive