

Okehampton Community and Recreation Association (OCRA) is a charity that aims to maintain and develop sporting and recreational opportunities and facilities for Okehampton and the large surrounding area.

Delivering charity outcomes in health, activity, sport, arts, education, recreation, community life and wellbeing, last year OCRA made a positive impact on people of all ages and abilities to the tune of 17,500 individual attendances to our sessions.

OCRA belongs to many charity and sporting bodies and is a respected and trusted organisation recognised across Devon.

Equal Opportunities

OCRA recognises that discrimination is unacceptable and equality of opportunity has been a long standing feature of our employment practices and procedures. We will ensure that employees making selection and recruitment decisions will not discriminate unfairly, whether consciously or unconsciously, in making these decisions. Every applicant will be considered on their merits.

Hours of Work and Holiday

You will be expected to work any contracted hours per week, but you will be required to work additional hours when required to cover sickness, special occasions/events and annual leave as may be necessary to maintain the satisfactory customer service.

Our holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 5.6 working weeks inclusive of any public/bank holidays. A pro rata calculation will be made based on contracted hours and if recruited part way through a holiday year.

Staff Expectations

Dress Code

As you are liable to come into contact with customers and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Uniform will be provided if appropriate.

Disclosure and Barring Certificate and Probation

Employment will be conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate for your post. You will join us on an initial probationary period of three months.

Interviews

Interviews will be held on 26th February 2020. We will aim to issue invitations to interview with as much notice as possible via email. If you have any particular requirements we may need to be aware of in order for you to take part in the interview process, please let us know.

Please state in your covering letter whether you are happy for us to contact your referees (2) prior to interview.

If you would like to be considered for both of our available roles please state this clearly in your covering letter.