

## RIBA Employee Benefits

Alongside generous annual leave, RIBA also offer employees a wide range of benefits from an enhanced pension scheme to an employee assistance programme offering confidential 24/7 support and information on wellbeing, family matters, relationships, health and much more. Employees also have access to retail discounts, a health cash plan and virtual GP to name a few.

All benefits can be found on the My RIBA Benefits Hub, which all employees are automatically registered on.

## Wellbeing and Future Planning

### Pensions

In addition to the statutory pension provision, RIBA offers an enhanced voluntary and contributory group personal pension plan both schemes via Smart Pension. The RIBA contribution level ranges from 8-12% of basic salary, determined by age and is double the employee contribution.

### Life Assurance

All employees are covered by our life assurance scheme via Zurich. Should anything happen to you during your employment at RIBA, your chosen beneficiary will receive four times your annual basic salary.

### Westfield Health

All employees are enrolled in the Westfield health free health cash plan offering money back on everyday health costs, such as dental and optical appointments, and much more, including discounted gym membership!

### Virtual GP

All employees have access to a virtual GP service 24/7 with access to unlimited advice, reassurance and where applicable, diagnosis. This service can be accessed from anywhere in the world.

### Employee Assistance Programme

All employees have access to an independent, free, and completely confidential advice service 24/7, which offers assistance on a range of topics from personal relationships, personal finances to work-related issues.

### Health & Wellbeing Champions (Mental Health First Aiders)

RIBA have a team of Health & Wellbeing Champions, trained mental health first aiders, who can provide initial support and signposting to appropriate resources for help. The team are trained to be a first point of contact if you, or someone you are concerned about, is experiencing a mental health issue or emotional distress.

### Crisis24 Horizon

All employees can access a range of security, weather, and information alerts around the globe with Zurich's Crisis24 service, which is useful if you are travelling abroad for work or leisure.

## Referral Scheme

Earn up to £600 for successfully referring someone you know for a role at RIBA! Colleagues who make successful referrals will receive £300 on appointment and an additional £300 following the referred employee successfully completing their probation period.

## Work Life Balance

### Annual Leave

RIBA has a generous annual leave allowance. All employees are entitled to 27 days, rising to 30 days in the fifth year of employment plus bank holidays (pro rata and based upon joining date and days/hours worked, if part-time).

### Discretionary Days

Additional discretionary paid time off is also given when the RIBA offices close annually between Christmas and New Year.

### Family Friendly Policies & Guidance

RIBA offers a range of family friendly policies (some are enhanced, dependent upon length of service) to help you with your work life balance, from [maternity](#), [partner](#), and [adoption leave](#), plus [parental](#) and [shared parental leave](#) and [hybrid working guidance](#).

Employees are also allowed to take a reasonable amount of unpaid time off to deal with certain unexpected events relating to [dependants](#) and family to make longer term arrangements. In addition, paid [compassionate leave](#) may be offered.

Various [flexible working](#) options including part-time, job-sharing, compressed hours and remote working are available to be requested for consideration.

### Social Events

All employees are invited to our annual Summer and Christmas All-colleague events.

## Benefits Hub



### Wellbeing Centre

All employees have access to resources to help support a healthy and happy life. Browse resources related to 'Move,' 'Much,' 'Money' and 'Mind'!

### Retail Discounts

All employees also have access to instant vouchers, retail discounts, cashback, and reloadable cards! Browse 1000s of discounts and offers and download the SmartSpending app to access deals on the go.

## Professional & Personal Development

### Learning and Development

RIBA supports employees with continuous professional development through ongoing learning and development activities. This includes our first day and corporate inductions, mandatory and statutory training, online self-directed training, specialist skills-based training and management development training.

Regular online knowledge exchange sessions, aim to make the most of our internal expertise, where colleagues share their knowledge and present information delivering informal peer-to-peer learning sessions.

#### LinkedIn Learning

All employees have access to LinkedIn Learning, with access to browse 1000s of free courses, podcasts, workshops, from one off videos to series, in a wide range of topics.

#### RIBA Academy

All employees are invited to access content on the RIBA Academy, where you can browse 100's of webinars and learning resources on demand and purchase these free of charge.

#### Employee Recognition Scheme

An internal recognition scheme is in place for all colleagues to recognise and appreciate others by nominating them for an award.

## Further Benefits following successful completion of probation

#### Season Ticket Loan

Apply for an interest-free season ticket loan to help with your commuter costs by buying an annual travel ticket, repayable via monthly instalments.

#### Hardship Loan

Request an interest-free loan if you are facing financial hardship, of up to £5,000, repayable via monthly instalments.

#### Cycle to Work Scheme

Apply for an interest-free loan to purchase a bicycle and/or cycle equipment to travel to work, and save over 30%, also repayable via monthly instalments.

#### Professional Membership Subscription

Subscription fees to professional bodies where membership is a requirement of the job role are eligible to be reimbursed upon submission of an expenses claim.

## Other RIBA Benefits

- 20% discount on food and drink at the RIBA Bauhaus Bar & Café and a subsidised hot drink
- 25% discount on purchases at the RIBA book shop and RIBA Books online (excluding contracts)
- 20% discount on RIBApix products

- Preferential rates, free and concession tickets for selected lectures, seminars, and other RIBA events – published via our Intranet the Digital Workspace and our newsletter, the RIBA Radar.
- Access to the extensive collection of books, journals, drawings and photographs on architecture, the built environment and landscape design in the British Architectural Library.
- Opportunities to be part of the RIBA’s prestigious awards ceremonies – by either winning tickets in our employee competitions or by volunteering at events.
- Invitations to previews of RIBA gallery exhibitions.

### Royal Garden Parties

As a Royal Institute, RIBA has the privilege of being able to nominate RIBA members, supporters, and employees to attend the Royal Garden Parties at Buckingham Palace.

The RIBA President, Vice Presidents, Regional Chairs, Chairs of the RIBA Committees, and the senior management team consult to ensure that the appropriate colleagues are considered.