

Centre Support Worker

TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is full-time. Contracted hours will vary seasonally due to the nature of Centres activities, in the range of 30 to 40 per week. This averages out over a full year to 37.5 hours per week. The duration of the post is 24 months.

2. PROBATIONARY PERIOD

The first three months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period, your fixed term appointment will be confirmed. The employer reserves the right to extend your probationary period.

3. TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the organisation to terminate your employment is one month.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is one month.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

4. SALARY PACKAGE

£10,200 per annum plus shared accommodation. Salary will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. PENSION ARRANGEMENTS

SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5.5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution.)

* NB 'gross pensionable salary' includes the deemed annual value of any accommodation included in the above salary package.

6. LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Scripture Union Scotland.

7. HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual entitlement for a full-time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata.