

TERMS AND CONDITIONS OF SERVICE

POST: Schools Ministry Coordinator for Renfrewshire, East Renfrewshire and Inverclyde

1. HOURS

The post is part time 15 hours per week anticipated to normally be worked over 2 days in accordance with the needs of the role which will include evening and possibly some weekend work on residential events. The hours are subject to variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager.

2. DURATION

This is a fixed term position due to maternity leave. The contract is available during the period 1 September 2021 to 31 August 2022.

3. PROBATIONARY PERIOD

The first 3 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 appointment will be confirmed. The employer reserves the right to extend your probationary period.

4. 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 12 weeks.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is 4 weeks.

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

5. SALARY PACKAGE

£9,378 - £10,010 for 15 hours per week. A generous pension scheme is available. Salary will be paid in arrears on a monthly basis, on or before the 28th of each month.

6. PENSION ARRANGEMENTS

Scripture Union Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 3% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution).

7. LIFE INSURANCE COVER

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

8. HOLIDAYS

The holiday year runs from 1 April to 31 March. Full time holiday entitlement per year is 33 days which is inclusive of entitlement to local and national holidays. Some of the holiday entitlement will be prescribed for essential utilisation e.g. some Public Holidays or between Christmas & New Year as required.