**National Ministries Department**

**Dundee and Angus Schools Ministry Co-ordinator**

**Part-time (Year-round or term time options)**

**Terms and Conditions**

1. **HOURS**

The post is part time working 15 hours per week (0.4FTE) with the option of this be a term time only appointment of 39 weeks per year (0.3FTE). The term of the post is three years.

1. **PROBATIONARY PERIOD**

The first six 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.

1. **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 four weeks.

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

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

1. **SALARY PACKAGE**

Full time salary for this post would be £23,444-£25,025 per annum.

The 0.4 FTE range is therefore £9,377-£10,010 per annum.

The 0.3 FTE range is therefore £7,033-£7,507 per annum.

Salary will be paid in arrears in equal monthly payments, on or before the 28th of each month.

If due to the seasonal nature of this employment, there is an under or overpayment at the point of an early termination of the contract, this will be corrected at the end of the contract.

1. **PENSION ARRANGEMENTS**

Scripture Union Scotland operates a Group Personal Pension Scheme administered by Aegon for employees over 18 and under 75 years of age which you will be invited to join when you commence employment. Should you choose to join the scheme, an employer’s contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee’s contribution) following successful completion of your probationary period, with contributions backdated to the date your employee contributions started if this is earlier.

1. **LIFE INSURANCE COVER**

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

1. **HOLIDAYS**

The holiday year runs from 1 April to 31 March. Annual leave 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. Holiday entitlement is earned during the term time period only and incorporated into the period for which payment is made. Any time off required during term time must be requested and if granted will be unpaid.

1st November 2021