**Summary of Conditions of Service**

1. **Job Title**: Project Worker
2. **Place of Employment:** 55 Albany Street, Edinburgh, EH1 3QY
3. **Probationary Period:** 6 months from date of commencement.
4. **Appointment conditions:** Appointment will be conditional upon satisfactory completion of a pre-placement health assessment. Achievement of a satisfactory PVG certificate, two satisfactory references and SSSC registration are essential.
5. **Relocation Expenses:** No relocation expenses are payable.
6. **Accountability:** You will be accountable to the Operational Manager Edinburgh for the efficient performance of your duties.
7. **Hours of Duty:** The working week is 18 hours. Due to the nature of the work involved, it is not possible to specify definite hours of duty and you will be required to work flexible and unsocial hours/evenings and weekends.
8. **Conditions of Employment**: Your detailed terms and conditions of employment are stated in the Rock Trust Employment handbook as from time to time this is amended. You will be notified in writing of any changes to the Employment Handbook within 28 days of their approval by the Board of the Rock Trust. You will be consulted over any changes to the Employment Handbook.
9. **Notice:** This will be 4 weeks or longer in accordance with the law. This may be waived in part or whole by agreement by both parties. Notice to terminate your appointment must be in writing, to be given or received by the Chief Executive of the Rock Trust.
10. **Verification of Qualifications:** The Rock Trust must receive satisfactory evidence of your qualifications.
11. **Salary:** Your salary is in the rage £22,339 - £26,594 pro-rata (pro-rata) per annum, payable by BACS at monthly intervals, on the 25th of each month, your salary will be reviewed annually on the basis of the policy outlined in the Employment Handbook.
12. **Overtime:** Overtime is not payable. Time off in lieu (TOIL) should be taken as set out in the Employment Handbook.
13. **Pension:** A pension scheme has been set up with Aviva and employees with 3 months continuous service will be automatically enrolled. Details of this scheme are available from the Management Accountant.
14. **Car Allowance:** You are designated as a casual car user for authorised travel in the course of your duties. Details of current allowances are set out in the Employment Handbook.
15. **Sickness Allowance:** You are covered by Rock Trust's Sick Pay Scheme, details of which are set out in the Employment Handbook.
16. **Annual Leave:** Your annual entitlement is 25 working days plus 10 Public Holidays. Please refer to the Employment Handbook for further detail
17. **Professional Responsibilities**: It is a condition of your employment that you are registered with the Scottish Social Services Council and the Care Commission for Scotland, and that you maintain your registration throughout your employment. Project Workers need to be registered with the SSSC as Housing Support Supervisor. If, for any reason, you fail to register or to maintain your registration your contract of employment may be terminated.
18. **Trade Union and Professional Associations**: You may, if you so wish, become a member or an official of a professional association or an independent trade union and participate in its activities outside normal hours of work. You also have the right not to join a trade union.
19. **Disciplinary Rules and Procedures:** Details of the rules and procedures applicable to you are as set out in the Employment Handbook.
20. **Eligibility to work in the United Kingdom:**  The Asylum and Immigration Act 1996 require all employers to check the eligibility of potential employees to work in the United Kingdom. In order to satisfy that you have the right, we require to see an original document from the Inland Revenue, Benefits Agency, and Employment Service or from a previous employer showing your National Insurance number. A P45, P60, Payslip or National Insurance Card is acceptable to us as satisfactory evidence.
21. **Conditions of Service:** A full copy of the conditions of Service (the Employment Handbook) referred to above is available for inspection in the Rock Trust main office.