

## Main Conditions of Service

### Senior Administration Officer National Office, Edinburgh

<b>Hours of Work:</b>	Full time 35 hours per week (some travel may be required, but rarely).
<b>Extra hours:</b>	No overtime is paid. Work qualifying for lieu time, is taken as time off in lieu (TOIL), to be taken after authorisation from the Line Manager
<b>Salary:</b>	The salary for this post is £19,085. Salary is paid monthly on or before the 25 <sup>th</sup> of the month.
<b>Holidays:</b>	Full-time staff are entitled to 25 days or 175 hours annual leave per year April to March, plus 12 public holidays. If applicable long service with the organisation will be recognised in granting additional holiday entitlement: 1 additional day after 5 years' service and 2 additional days after 10 years' service. Part time staff's leave entitlement is calculated on a pro rata basis.
<b>Pension:</b>	Eligible job-holders will be automatically enrolled in the pension scheme in line with government legislation. Support in Mind Scotland will make an employer's contribution of 3% and staff are required to make a minimum contribution of 4% of the employee's gross pay into the scheme.
<b>Sick Leave Entitlement</b>	<p>In calculating the amount of sick pay due, account is taken of all day's sickness during the previous 12 months. Paid sick leave varies with the length of service as follows:</p> <p>Between 0 month to 6 months - entitled to Statutory Sick Pay only (SSP is not paid for the first three days of absence)</p> <p>Between 6 months and 2 years entitled to 2 weeks full pay      2 weeks half pay</p> <p>Between 2 years and 5 years 4 weeks full pay      4 weeks half pay</p> <p>More than 5 years 8 weeks full pay      8 weeks half pay</p>
<b>Place of Work:</b>	The base for this position is Support in Mind Scotland, National Office, 6 Dalkeith Road Mews, Newington Business Centre, Edinburgh EH16 5GA
<b>Disclosure:</b>	The appointee will be required to have a Disclosure Scotland check