

Main Conditions of Service

National Training Manager, Flexible location across Scotland

Hours of Work:	Full time, 35 hours per week (Travel will be required, and some unsocial hours may be required, but rarely)								
Extra hours:	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.								
Salary:	The salary for this post is £29,331 Salary is paid monthly on or before the 25 th of the month.								
Contract	Open ended (Subject to funding)								
Probation	This role is subject to a 3 months' probation period.								
Holidays:	Full-time staff are entitled to 37 days or 259 hours leave, including Public and Bank holidays per year April to March. Part time staff's leave entitlement is calculated on a pro rata basis. Long service with the organisation is recognised in granting 1 additional day after 5 years' service and a further 1day after 10 years' service. The leave entitlement for this role is 37 days per year								
Pension:	Eligible jobholders are automatically enrolled in the pension scheme in line with government legislation.								
Sick Leave Entitlement	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: <table><tr><td>Between 0 month and 6 months</td><td>Entitled to Statutory Sick Pay only (SSP is not paid for the first 3 days of absence)</td></tr><tr><td>Between 6 months and 2 years</td><td>Entitled to 2 weeks full pay 2 weeks half pay</td></tr><tr><td>Between 2 years and 5 years</td><td>Entitled to 4 weeks full pay 4 weeks half pay</td></tr><tr><td>Over 5 years</td><td>Entitled to 8 weeks full pay 8 weeks half pay</td></tr></table>	Between 0 month and 6 months	Entitled to Statutory Sick Pay only (SSP is not paid for the first 3 days of absence)	Between 6 months and 2 years	Entitled to 2 weeks full pay 2 weeks half pay	Between 2 years and 5 years	Entitled to 4 weeks full pay 4 weeks half pay	Over 5 years	Entitled to 8 weeks full pay 8 weeks half pay
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Over 5 years	Entitled to 8 weeks full pay 8 weeks half pay								
Place of Work:	The base for this position is any of our offices in mixed with working from home								
Disclosure:	The appointee will be required to pass a satisfactory Disclosure Scotland check								