

Main Conditions of Service

National Office Administrator, Edinburgh

Hours of Work:	Full Time 35 hours per week								
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, and within 6 weeks.								
Salary:	The salary for this post is £21,336 per annum Salary is paid monthly on or before the 25 th of the month.								
Contract	Open ended, subject to continuous 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, inclusive of Public and Bank holidays per holiday 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 an additional day after 5 years' service and a further day after 10 years' service								
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 Support in Mind Scotland, 6 Newington Business Centre, Dalkeith Road Mews Edinburgh EH16 5GA. Some travel across Scotland will be required								
Disclosure:	The appointee will be required to pass a satisfactory Disclosure Scotland check								