



## Operational Lead

### Summary of terms and conditions of service

- **Accountability:** Reports to Registered Manager and is line managed by her/him.
- **Line management responsibilities:** Manages Support Practitioners within a specific locality.
- **Working hours:** Part-time (30 hours per week).
- **Salary:** £38,500 (*pro rata*). Salary will be paid every four weeks.
- **Location:** Based at ELCAP's office at Woodbine Cottage, West Loan, Prestonpans.
- **Travel:** Regular travel across East Lothian and Midlothian, with occasional travel to other areas.
- **Holidays:** Annual leave entitlement of 33 days, rising to 38 days after five years' service.
- **Probation:** There will be a probationary period of six months.
- **Trade union:** ELCAP recognises two trade unions – Unison and the Royal College of Nursing.
- **Policies and procedures:** ELCAP's policies and procedures can be accessed at [www.elcap.org](http://www.elcap.org).