

Main Conditions of Service

Distress Brief Intervention Coordinators, Homeworking and Inverness (3 to 4 posts)

Hours of Work:	3 to 4 posts, working either 21, 28 or 35 hours a week each. (Some unsocial hours may be required)								
Extra hours:	No overtime is paid. Work qualifying is taken as time off in lieu (TOIL), to be taken after authorisation from the Line Manager								
Salary:	The salaries for these posts are: £21,336 pro rata <ul style="list-style-type: none"> ▪ 21 hrs/week: £12,801 per annum ▪ 28 hrs/week: £17,068 per annum ▪ 35 hrs/week: £21,336 per annum Salary is paid monthly on or before the 25 th of the month.								
Contract	Fixed term to 30 April 2021 (Possible extension, subject to funding)								
Probation	This role is subject to a 3 months' probation period.								
Holidays:	Full-time staff are entitled to 37 days (259 hours) annual leave per year April to March, inclusive of bank and public holidays. Long service with the organisation is recognised in granting additional holiday entitlement: 1 additional day after 5 years' service and a further day after 10 years' service. Part time staff's leave entitlement is calculated on a pro rata basis.								
Pension:	Eligible jobholders are automatically enrolled in a pension scheme in line with current 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 border="1" data-bbox="523 1400 1449 1724"> <tr> <td>Between 0 month to 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>5 years and over</td> <td>Entitled to 8 weeks full pay 8 weeks half pay</td> </tr> </table>	Between 0 month to 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	5 years and over	Entitled to 8 weeks full pay 8 weeks half pay
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Place of Work:	Homeworking, with regular travel to the project base at Support in Mind Scotland, DBI, 5 Bank Street, Inverness IV1 1QY. (Due to the Covid pandemic, travel to base is currently suspended)								
Disclosure:	The appointee will be required to join the PVG Scheme or update their membership record for regulated work with children and protected adults								