

Main Conditions of Service

National Advice and Information Service Manager Edinburgh

Hours of Work	Full time 35 hours per week (some unsocial hours may be required, but rarely)		
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 salary for this post is £36,862 per annum (Grade: Level 7) Salary is paid monthly on or before the 25 th of the month.		
Tenure	Permanent (Subject to continuous funding)		
Probation	This role is subject to a 6 months' probation period.		
Holidays	Full-time staff are entitled to 37 days or 259 hours leave, inclusive of 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 day after 10 years' service. The leave entitlement for this role is 259 hours per year.		
Pension	Eligible jobholders are automatically enrolled in the pension scheme in line with current legislation.		
	Employer pays	Employee pay	Government adds tax relief
	3.0% of full pay	3.2% of full pay	0.8% of full pay
			Total contribution
			7.0% of full pay
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:		
	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	
Place of Work	The base for this position is Support in Mind Scotland, National Office; 6 Newington Business Centre Dalkeith Road Mews Edinburgh EH16 5GA.		
Pre-employment checks	Employment is subject to satisfactory pre-employment checks including; criminal records, Identity and employment history checks, verification of qualifications & professional registration. The appointee will be required to join the PVG Scheme or update their membership record for regulated work with children and protected adults		