

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT

Job Title: Communications and Social Media Officer
Location: Invergordon
Post Ref: COR47
Term: Permanent Contract
Salary: £28,143 - £30,766 per annum
Manager: Director of Finance and Corporate Services
Hours: 35 hours per week
Days: Monday to Friday

The successful candidate will be provided with the Terms and Conditions of Employment on appointment.

1. Hours of Work

The normal hours of work are 35 hours per week, to be worked during the hours of 9.00 am to 5.00 pm on Monday to Friday, inclusive of a daily unpaid lunch break of one hour. Albyn operates a flexi-time system which is subject to operational requirements.

2. Place of work

The normal place of work will be at our Invergordon office, but the position requires you to agree to perform your duties in such other places, for example the Inverness office, as we may reasonably require from time to time.

3. Pay Arrangement

Salary is paid monthly by direct credit transfer to the employee's bank account.

4. Holiday Entitlement

The paid annual holiday entitlement is 40 days for a complete year for a full-time post. This figure consists of 25 days Annual Leave and 15 days Public Holidays and will be pro rata for less than a year and / or less than 35 hours per week. The holiday year runs from 1 April to 31 March.

5. Disclosure Level

The post is subject to a Basic Disclosure check.

6. Probationary Period

The first six months of your employment will be a probationary period during which we will monitor your performance and conduct. This period is to help identify any training and development needs and provide appropriate development activities to help the individual achieve their full potential.

During the probationary period, either we may terminate your employment by giving one weeks' written notice or you may end your employment by giving four week's written notice. Following satisfactory completion of the probationary period, employment will be confirmed.

7. Sickness

*During the first 2 years of employment, there is no pay for any absence due to illness or injury, other than statutory sick pay if you are eligible. In respect of absence from work due to illness or injury, in any one period of 104 weeks, you will be eligible to receive an amount equivalent to your salary in accordance with the following table.

Continuous service at the date sickness starts	Full allowance paid for:	Half Allowance paid for:
Up to 1 year to 2 years	*Statutory Sick Pay if you are eligible	
Over 2 and under 3 years	18 weeks	18 weeks
Over 3 and under 5 years	22 weeks	22 weeks
Over 5 years	26 weeks	26 weeks

8. Period of Notice

After you have been continuously employed for one month and after the end of the probationary period, you may end your employment at any time by giving us not less than four weeks' prior written notice and we may end your employment at any time by giving you four week's written notice during the first four years' continuous employment and after that, one additional week's notice for each year of service, up to a maximum of twelve weeks' notice. Albyn Housing Society Limited reserves the right to make a payment in lieu of notice.

9. Disciplinary and Grievance matters

You will be subject to our disciplinary and grievance rules and procedures, which are available from the Human Resources department. Such rules and procedures are non-contractual and may be altered or added to from time to time.

10. Use of Own Vehicle and Mileage Rates

Employees travel to and from their normal place of work in their own time and at their own expense. Employees travelling on authorised business for Albyn Housing will be entitled to reclaim expenses under the criteria of essential and non-essential car users. Details are set out in our prevailing travel policy, which is available from the Human Resources department.

11. Pension

You will be automatically enrolled in our defined contribution pension scheme, subject to satisfying certain eligibility criteria. You will be required to contribute 5% as the employee contribution and may opt out if you wish but if you do, we are required to enrol you again within 3 years' time. Details of the scheme will be provided to you and further details are available from the Human Resources department.