

Main Conditions of Service
Senior Support Worker Thrive Welcome Team, Edinburgh

| | | | | | | | | | | |
|-------------------------------|--|--|------------------------------|---|------------------------------|--|-----------------------------|--|--------------|--|
| Hours of Work | 35 hours per week (Full Time) X4 Posts | | | | | | | | | |
| 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. | | | | | | | | | |
| Salary | The salary for this post is £24,932 per annum Salary is paid monthly on or before the 25 th of the month. | | | | | | | | | |
| Tenure | Fixed term contract ending 30-11-2025. | | | | | | | | | |
| 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 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. | | | | | | | | | |
| Pension: | Eligible jobholders are enrolled in the pension scheme in line with current legislation. | | | | | | | | | |
| Sick Leave Entitlement | <p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Between 0 month and 6 months</td> <td style="width: 50%; padding: 5px;">Entitled to Statutory Sick Pay only (SSP is not paid for the first 3 days of absence)</td> </tr> <tr> <td style="padding: 5px;">Between 6 months and 2 years</td> <td style="padding: 5px;">Entitled to 2 weeks full pay 2 weeks half pay</td> </tr> <tr> <td style="padding: 5px;">Between 2 years and 5 years</td> <td style="padding: 5px;">Entitled to 4 weeks full pay 4 weeks half pay</td> </tr> <tr> <td style="padding: 5px;">Over 5 years</td> <td style="padding: 5px;">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 |
| 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 | <p>The post holder will work from home until the Covid restrictions are eased.</p> <p>The main base for this post is the Stafford Centre, 103 Broughton Street Edinburgh EH1 3RZ. The post holder will also be expected to work from partners' premises, and travel across Edinburgh to meet the programme and service users needs.</p> | | | | | | | | | |
| Pre-employment checks | <p>Employment is subject to satisfactory pre-employment checks including; criminal records, Identity and employment history checks, verification of qualifications & professional registration check. The appointee will be required to join the PVG Scheme or update their membership record for regulated work with protected adults. (Support in Mind Scotland meets the cost of checks)</p> | | | | | | | | | |