

## Main Conditions of Service

### Mental Health and Money Advice Content Writer, Edinburgh



<b>Hours of Work:</b>	17.5 hours per week (some unsocial hours may be required)		
<b>Extra hours</b>	No overtime is paid. Work qualifying is taken as time off in lieu (TOIL), to be taken after authorisation from the Line Manager.		
<b>Salary</b>	The salary for this post is £21,336 pro rata, which is an actual salary of £10,668 per annum Salary is paid monthly on or before the 25 <sup>th</sup> of the month.		
<b>Tenure</b>	Fixed term to 30 April 2022 (Possible extension, subject to funding)		
<b>Probation</b>	This role is subject to a 3 months' probation period.		
<b>Holidays</b>	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 129.5 hours per year.		
<b>Pension</b>	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
<b>Sick Leave Entitlement</b>	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 SSP only afterward, until entitlement runs out	
	Between 2 years and 5 years	Entitled to 4 weeks full pay 4 weeks half pay SSP only afterward, until entitlement runs out	
	Over 5 years	Entitled to 8 weeks full pay 8 weeks half pay SSP only afterward, until entitlement runs out	
<b>Place of Work</b>	The base for this position is Support in Mind Scotland, 5 Newington Business Centre Dalkeith Road Mews Edinburgh EH16 5GA. The post holder will work from home until the Covid restrictions are eased.		
<b>Pre-employment checks</b>	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 pass a basic Disclosure Scotland check, the cost of which is paid for by the charity.		