

Working with PEEK

PEEK is a people-led organisation and we aim to attract and retain community focused, fun, inspiring and passionate people to work with us to achieve our vision and mission.

Our people are the beating heart of our organisation, and we strive to look after each other with care and compassion. We are always looking to enhance our employee benefits and we are proud to making great progress to introducing new ones in 2021.

Salary and Financial Benefits

- PEEK is an accredited Living Wage Employer
- Competitive employee salaries which are benchmarked against the Scottish charity sector
- We are committed to providing a cost of living increase annually where possible
- Pension - 6% employer pension contribution with a flexible employee contribution

Work / Life Balance

We offer a number of policies to help support employees to achieve and embrace a work/life balance:

- A generous Annual Leave policy:
- Staff are entitled to 20 days paid annual leave and 14 public holidays in each year
- These amounts are worked out on a pro rata basis for part time employees

PEEK provides additional days off on the following occasions:

- Celebrate YOU! On your birthday you get the whole day off to do whatever you please. If it falls on the weekend – don't worry! You can take the day back on any other day within the month.
- Personal day – Life is busy, and we want to support you. Take 1 paid day off to move home, get married/civil partnership, graduate or anything else related to life.
- Christmas Closure – We close the office over the Christmas and New Year period to allow staff to relax and recuperate

We are Happy to Talk Flexible Working (applications considered on an individual basis). Recent examples within our current staff team include compressed hours, home working and non-standard working hours. Staff are able to work remotely where appropriate to their role.

Staff are supported to attend important family events which fall in the working week.

- An enhanced company Sick Pay policy based on length of service
- Time Off in Lieu (TOIL) provided for any additional hours worked
- Compassionate leave policy

Health and Wellbeing

PEEK is continuously developing our health and wellbeing offer for all staff. We are currently developing a health and wellbeing policy with a staff-led working group who are supported to take the lead and implement new ideas and initiatives

What we currently offer;

- Access to an Employee Assistance Programme
- External HR support and an Employee Assistance Programme

The EAP is a free, confidential service that offers expert advice, information and counselling for all PEEK employees on a wide range of personal and professional issues. The service is available 24 hours a day, 7 days a week, 365 days a year over the telephone and online.

- In-person counselling
- Cognitive Behavioural Therapy (CBT) sessions
- Telephone, email & live chat counselling: someone to talk to any time of day

- Finance management, debt and legal advice and legal advice
- Online physical and mental health assessment tools
- Occupational & medical health assessments
- Online health portal & app: use it on the go, wherever you go

- Birthday Brunch's every month.
- We celebrate all staff birthday's in the same way – with fun and food
- Cultural #TEAMPEEK Health & Wellbeing activities and outings as a whole staff team throughout the year
- PEEK branded uniform to keep you warm, dry and safe so you are able to do your job in the community
- Access to a work mobile phone and PEEK vehicle to utilize during working hours when undertaking job related duties
- Access to water, tea, coffee, fruit and snacks in our office

Professional Development

- PEEK is committed to developing and enhancing our people across the organisation.
- Financial support and/or study leave may be offered to individuals who are studying for professional qualifications.
- Continuous professional development and training (in agreement with management and relevant to role). Live examples are sector-recognised qualifications such as ILM's and PDA's
- A minimum of 5 days protected time for organisational wide training and development
- Annual 360-degree appraisals alongside regular support and supervision with line manager and SMLT
- A commitment to recognise the talent and development of staff internally through sound succession planning
- Lunch & Learns and Tea's and Talks where speakers are invited to share their learning and journey with the team
- Opportunity to access sector leading coaches and mentors internally and externally



PEEK Ltd is a registered charity,
Scottish Charity Number SCO030814

Company No. 273704

