

## Main Conditions of Service

### Administrator (Suicide Bereavement Support), Highlands

<b>Hours of Work:</b>	Part time, 14 hours per week (Occasional travel between meeting bases and meeting venues)		
<b>Extra hours</b>	Overtime is not paid. Qualifying and authorised work is taken as time off in lieu (TOIL)		
<b>Salary and Grade</b>	Level 2, £17,772 per annum prorata, which is an actual salary of £7,108.80 per annum. Salary is paid monthly on or before the 25 <sup>th</sup> of the month.		
<b>Tenure</b>	Fixed Term ending 31 March 2023. (Possible extension subject to continuous 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 (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 charity 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 103.60 hours per holiday 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>	Homeworking, with a possibility of office-based work at our offices in the Highlands, once Covid restrictions are eased.		
<b>Pre-employment checks</b>	Employment is subject to satisfactory pre-employment checks including; identity and employment history checks, verification of qualifications & professional registrations.		