

Main Conditions of Service

Suicide Bereavement Support Project Manager, Highlands



Hours of Work:	Part time, 28 hours per week (Some weekend work may be required. Travel between bases and to meeting venues will be required post-Covid restrictions)			
Extra hours	Overtime is not paid. Qualifying and authorised work is taken as time off in lieu (TOIL)			
Salary and Grade	Level 5, £24,932 per annum prorata, which is an actual salary of £19,945 per annum. Salary is paid monthly on or before the 25 th of the month.			
Tenure	Fixed term contract ending 31-03-2023. (Possible extension, subject to funding)			
Probation	This role is subject to a 3 months' probation period.			
Holidays	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 207.20 hours per holiday year.			
Pension	Eligible jobholders are automatically enrolled in the pension scheme in line with current legislation.			
	Employer pays	Employee pay	Government adds tax relief	Total contribution
	3.0% of full pay	3.2% of full pay	0.8% of full pay	7.0% of full pay
Sick Leave Entitlement	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		
Place of Work	Homeworking, with a possibility of office-based work at our offices in the Highlands, once Covid restrictions are eased.			
Pre-employment checks	Employment is subject to satisfactory pre-employment checks including; criminal records, Identity and employment history checks, verification of qualifications & professional registrations. The appointee is required to join the PVG Scheme or update their membership record for regulated work with children and protected adults.			