

Main Conditions of Service

Bloom Engagement Officer, Scotland

Hours of Work:	Full time, 35 hours per week (with travel to meetings and networking events across Scotland)		
Extra hours	No overtime is paid. Work qualifying is taken as time off in lieu (TOIL), to be taken after authorisation from the Line Manager.		
Salary and Salary Banding	The salary for this post is £21,336 per annum. (Level 4 salary band) Salary is paid monthly on or before the 25 th of the month.		
Tenure	1 year Fixed term contract (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 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 259 hours each 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
	3.0% of full pay	3.2% of full pay	0.8% of full pay
			Total contribution
			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	The base for this position is the jobholder home address. The post reports to Support in Mind Scotland National Office, 5 Newington Business Centre; Dalkeith Road Mews. Edinburgh EH16 5GA.		
Pre-employment checks	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 join the PVG Scheme or update their membership record for regulated work with children		