

Addictions Support & Counselling (ASC) – Forth Valley

Counsellor with the Women's Outreach Team

Summary of conditions of service

This is a summary of the main conditions of service that ASC follows. This is not a definitive list of all the terms and conditions of service that are available to staff and further information can be found in the ASC Staff Handbook.

ASC broadly follows the terms and conditions set by the Scottish Joint Council (SJC) for Scottish Local Authorities but it is not bound by any or all of the SJC decisions.

Length of contract

This is determined primarily by the availability of funding. For the post of Counsellor with the Women's Outreach Team, the contract is for three years until 31 July 2024.

Salary

The grading for the post is based on the table of spinal column points (scps) that was originally used by the SJC. Usually at appointment the postholder is placed on the bottom spinal column point and there are four such points in any one pay band. The postholder can move up a point annually subject to his or her satisfactory performance. For appointees who demonstrate exceptional ability or relevant previous experience they may be placed at a higher starting point within the range of the post in question.

For the post in question the current pay scales are scps 27 – 30 inclusive which is £24,289 to £26,891 pro rata. As this is a part time post of 18 hours per week, the salary shall be £12,491 to £13,830.

Working hours

The pattern of working hours shall be determined by the line manager in consultation with the postholder. There may be a requirement for occasional evening work according to the needs of the service.

Time off in lieu (TOIL)

Overtime is not paid but time of in lieu (TOIL) can be arranged.

Salary payments

Salary is paid in arrears on the 25th of each calendar month by BACS transfer which is an electronic system to make payments from one bank account to another.

Pension

ASC can match from between 0% to 10% employer's contribution to a recognised pension scheme of an employee's choice. ASC reserves the right to recognise and approve any pension scheme chosen by any employee and the onus is on the employee to

provide the necessary documentation to allow ASC to approve the chosen scheme. ASC cannot advise any employee which pension scheme to choose nor can ASC cannot accept any liability for any pension scheme or pension product chosen by an employee.

If an employee does not select a recognised pension scheme then he or she will be automatically enrolled into the UK Government's National Employment Savings Trust (NEST) as ASC's workplace pension scheme.

Annual leave

Staff are entitled to 33 days annual leave on a pro rata basis depending on the number of contracted hours.

Public Holidays

ASC recognises 6 public holidays per calendar year; 1 and 2 January, Good Friday and Easter Monday and Christmas Day and Boxing Day.

Travelling Expenses

The mileage rate for approved business journeys is 45 pence per mile.

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