

Main Conditions of Service

DBI Coordinator, Highland

Hours of Work:	Post 1: 28 hours per week (Mon-Fri, with some weekend working on a rota basis). Post 2: 7 hours per week (Weekend only).											
Extra hours	Overtime is not paid. Qualifying and authorised work is taken as time off in lieu (TOIL)											
Salary and Grade	Level 4. £21,336per annum pro-rata, which is an actual salary of: Post 1 (28 hrs/week): £17,068.80 per annum. Post 2: (7 hrs/week): £4,267.20 per annum. Salary is paid monthly on or before the 25 th of the month.											
Tenure	Fixed term contract ending 31-05-2022 (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 per holiday year for these posts are: Post 1: 207.20 hours. Post 2: 51.80 hours.											
Pension	Eligible jobholders are automatically enrolled in the pension scheme in line with current legislation. <table><tr><td>Employer pays</td><td>Employee pay</td><td>Government adds tax relief</td><td>Total contribution</td></tr><tr><td>3.0% of full pay</td><td>3.2% of full pay</td><td>0.8% of full pay</td><td>7.0% of full pay</td></tr></table>				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
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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: <table><tr><td>Between 0 month and 6 months</td><td>Entitled to Statutory Sick Pay only (SSP is not paid for the first 3 days of absence)</td></tr><tr><td>Between 6 months and 2 years</td><td>Entitled to 2 weeks full pay 2 weeks half pay SSP only afterward, until entitlement runs out</td></tr><tr><td>Between 2 years and 5 years</td><td>Entitled to 4 weeks full pay 4 weeks half pay SSP only afterward, until entitlement runs out</td></tr><tr><td>Over 5 years</td><td>Entitled to 8 weeks full pay 8 weeks half pay SSP only afterward, until entitlement runs out</td></tr></table>				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
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Place of Work	The base for this position is the postholder home address and reports to Support in Mind Scotland 34/34a Tomnahurich Street Inverness IV3 5DS. Regular travel to Inverness will be required.											
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 protected adults.
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