

<b>Hours of Work:</b>	Full time, 35 hours per week (some unsocial hours may be required, but very rarely).			
<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 5, £24,932 per annum. Salary is paid monthly on or before the 25 <sup>th</sup> of the month.			
<b>Tenure</b>	Open ended contract (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.			
<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	Total contribution
	3.0% of full pay	3.2% of full pay	0.8% of full pay	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>	The base for this position is Support in Mind Scotland, Stafford Centre 103 Broughton Street Edinburgh EH1 3RZ.			
<b>Pre-employment checks</b>	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.			