

Main Conditions of Service

Senior Digital Communications Officer, National Office Edinburgh



Hours of Work:	Full time 35 hours per week (some unsocial hours may be required, but very rarely)			
Extra hours	Overtime is not paid. Qualifying and authorised work is taken as time off in lieu (TOIL)			
Salary and Grade	SiMS Level 5: £24,750 - £25,234 per annum (Pro-rata for part-time). Salary placement usually starts at the Foundation point of the scale unless individuals have previous SiMS experience. Salary increase to next increment in the Level expected to be reached within 1 year. Salary is paid monthly on or before the 25 th of the month.			
Tenure	Open ended contract (Subject to continuous 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.			
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	The base for this position is Support in Mind Scotland, National office; 6 Newington Business Centre, Dalkeith Road Mews Edinburgh EH16 5GA. Due to the Covid pandemic, the postholder will mainly work from home to start with. Travel across Scotland will be required from time-to-time. (Only when safe and Covid restrictions permit)			
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 pass a Basic Disclosure Scotland check.			
Flexibility and work / life balance	Type of flexibility we are happy consider for this post: Fewer hours/ Part time, Compressed hours (E.g. more than 7hrs/day), Early /Late Start and/or Finish, Job Sharing and various Home or Hybrid working arrangements.			