Main Conditions of Service

People and Culture Manager, National Office

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| **Hours of Work:** | 35hours 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 6. £ £35,560.00 per annum per annum (Pro-rata for part-time). Salary is paid monthly on or before the 25th of the month. |
| **Tenure** | Open ended contract (Subject to continuous funding).  |
| **Probation** | This role is subject to a 6 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.

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| 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:

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| Between 0 month and6 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 pay2 weeks half paySSP only afterward, until entitlement runs out |
| Between 2 years and 5 years | Entitled to 4 weeks full pay4 weeks half paySSP only afterward, until entitlement runs out |
| Over 5 years | Entitled to 8 weeks full pay8 weeks half paySSP only afterward, until entitlement runs out |

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| **Place of Work** | The base for this position is Support in Mind Scotland, National Office: [6 Newington Business Centre, Dalkeith Road, Mews EH16 5GA6 Newington Business Centre, Dalkeith Road, Mews EH16 5GA](https://www.bing.com/local?lid=YN1021x250301106&id=YN1021x250301106&q=Support+In+Mind+Scotland&name=Support+In+Mind+Scotland&cp=55.93313980102539%7e-3.1671040058135986&ppois=55.93313980102539_-3.1671040058135986_Support+In+Mind+Scotland) |
| **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 children and protected adults. |