Main Conditions of Service

Administrator, DBI, Inverness

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| **Hours of Work:** | 25 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 2. £17,772.00 - £18,797.00 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 25th of the month. |
| **Tenure** | Fixed term contract ending December 2023 with possibility for extension |
| **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.

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| Employer pays | Employee pay | Government adds tax relief | Total contribution |
| 4.0% of full pay | 3.2% of full pay | 0.8% of full pay | 8.0% 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, 35 Tomnahurich Street, Inverness, IV1 5DU |
| **Pre-employment checks** | Employment is subject to satisfactory pre-employment checks including; criminal records, Identity and employment history checks, verification of qualifications & professional registrations.  |