



Income Generation and Business Development Manager

Summary of conditions of service

This is a summary of the main conditions of service that Recovery Scotland follows. This is not a definitive list of all the terms and conditions of service that are available to staff and further information can be found in the Recovery Scotland Staff Handbook.

Recovery Scotland broadly follows the terms and conditions set by the Scottish Joint Council (SJC) for Scottish Local Authorities, but are not bound by any or all of the SJC decisions.

Length of contract. Limited-term until 31 March 2023, with the possibility of further extension depending on the availability of funds and the performance of the post holder.

Working hours. Full time 35 hours per week.

The post holder may be required to work some unsocial hours, including occasional weekend and evening work, to ensure that the duties of the post are fulfilled with the option of partially working from home. There is no overtime for such work and Recovery Scotland's TOIL policy will apply.

Salary. The grading for the post is based on the table of spinal column points (sps) that was originally used by the SJC. Usually at appointment the postholder is placed on the bottom spinal column point and there are four such points in any one pay band. The postholder can move up a point annually subject to his or her satisfactory performance.

The pay scales for this post are sps 35 - 38 which is currently £31,560 to £34,264 pro rata based on a full time post of 35 hours per week – 1.0 whole time equivalent (WTE).

Time off in lieu (TOIL). There is no overtime for such work and Recovery Scotland's TOIL policy will apply.

Salary payments. Salary is paid in arrears on the 25th of each calendar month by BACS transfer which is an electronic system to make payments from one bank account to another.

Pension. Recovery Scotland can match from up to 10% employer's contribution to the National Employment savings Trust (NEST).

Annual leave. Staff are entitled to 33 days' annual leave on a pro rata basis depending on the number of contracted hours.

Public Holidays. Recovery Scotland recognises 6 public holidays per calendar year; 1 and 2 January, Good Friday and Easter Monday and Christmas Day and Boxing Day.

Travelling Expenses. The mileage rate is 45 pence per mile.

Narek Bido
Chief Executive
Recovery Scotland

April 2022