

Main Conditions of Service

DBI Project Manager

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| Hours of Work: | 35 hours per week (some weekend work required) | | |
| Extra hours | Overtime is not paid. Qualifying and authorised work is taken as time off in lieu (TOIL) | | |
| Salary and Grade | SiMS Level 5. £26,235.00 to ££9,770.57 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 | Fixed term contract ending May 2023 | | |
| 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. The leave entitlement for this role is 259 hours per year. | | |
| Pension | Eligible jobholders are automatically enrolled in the pension scheme in line with current legislation. | | |
| | Employer pays | Employee pay | Government adds tax relief |
| | 4.0% of full pay | 4.0% of full pay | 0.8% of full pay |
| | | | Total contribution |
| | | | 8.0% 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 | Hybrid – floating office base | | |
| 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. | | |