

Main Conditions of Service

Service Manager, D&G



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| Hours of Work: | 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 | Change Mental Health Level 5. £26,235.00 to £29,770.57 per annum (Pro-rata for part-time). Salary placement usually starts at the Foundation point of the scale unless individuals have previous Change Mental Health 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 | | |
| 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 | The base for this position is Support in Mind Scotland, Millennium Centre, 75 George Street, Stranraer. DG9 7JP. | | |
| Pre-employment checks | Employment is subject to satisfactory pre-employment checks including; criminal records, Identity and employment history checks, verification of qualifications & | | |

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| | professional registrations. The appointee is required to join the PVG Scheme or update their membership record for regulated work with children and protected adults. |
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