



**Dementia Hub (The Hub)  
Development Manager**

**Summary of Conditions of Service**

**1. Employer**

The Employer is the Kirk Session of St Andrew's Church of Scotland Congregation, Scottish Charity Number SC013968 per the Session Clerk ("the Employer").

**2. Contract**

The contract of employment will be for a fixed period of three years and will be subject initially to a probationary period of six weeks

**3. Place of Employment**

The Employee's place of work is St Andrew's Church 29 Mount Stewart Street Carluke ML8 5EB

**4. Salary**

Salary will be payable at the rate of £ 17,500 per annum, payable in arrears per calendar month. The salary will be reviewed annually by the Employer.

**5. Hours of Work**

The Employee's normal hours of work will amount to 21 hours per week but he/she will work sufficient hours properly to complete the duties incumbent upon him/her. Evening and weekend work may be required from time to time. Time off in lieu, subject to agreement of your line manager may be taken where you are required to work in excess of 21 hours per week .

**6. Holidays**

The holiday year is from 1st January to 31st December. For employment starting or ending part-way through the leave year, a pro-rata entitlement will be calculated. Holiday entitlement is 17 days per *annum* (including 4 days public holidays ie Christmas 2 days and New Year 2 days ).

**7. Sickness Pay and Benefit**

The following sick pay provisions are subject to you following the required procedures regarding notification, medical reports and ongoing contact. In any period of twelve consecutive months:

The Employee will be granted sick pay as follows

Service	Full Allowance	Half Allowance
Less than 26 weeks	SSP only	SSP only
More than 26 weeks		
But less than 1 year	5 weeks	5 weeks
1 Year but less than 2	9 weeks	9 weeks
2 Years but less than 3	18 weeks	18 weeks

**8. Pension Provision**

The Employee will be automatically enrolled in the National Employment Savings Trust if eligible in accordance with the Employer's obligations under the Pensions Act 2008. Full details regarding the pension scheme, including the rate of Employee and Employer contributions and the Employee's right to opt out or in, will be provided separately prior to the commencement of employment. Membership of the scheme is subject to the rules of the scheme as may be amended from time to time. The employer may replace this scheme with another qualifying scheme at any time.