

Community Project Coordinator Terms and Conditions of Post



Place of work	Based at St Margaret's House (Edinburgh Palette), Room G25c, 151 London Road, Edinburgh, EH7 6AE, but will require some travel to events and meetings in other places.
Employment period	This post is currently funded until 31 March 2026 by the National Lottery Heritage Fund, but we intend to continue it after that date subject to renewal of funding.
Hours of work	<p>Part time: 24 hours per week.</p> <p>It is anticipated that the majority of work will take place within normal office hours, but some evening and weekend working will be required by arrangement, including to deliver the events programme. We operate a time-off in lieu system; overtime is not expected, and overtime payments are not payable.</p>
Salary	<p>The annual salary is £26,000 pro rata (based on 36-hour week).</p> <p>Salary is expected to increase annually to reflect inflation, with increases are at the discretion of the Directors and dependent on the financial circumstances of the organisation.</p> <p>Salary is paid monthly in arrears, on 25th of the month.</p>
Pension	The employer will pay a 6% pension contribution.
Annual leave	The leave entitlement is 35 days per year (pro-rata) which includes public holiday entitlement. The leave year runs from 1 st April to 31 st March.
Probationary and notice periods	The post is subject to a three-month probationary period. During this period, you are entitled to receive, and are required to give, at least 2 weeks' notice of termination, which must be in writing. After successful completion of the probationary period, you are entitled to receive, and are required to give, at least one month's notice in writing of termination.