

## **Outline Conditions of Service**

### **CARBON PROJECTS AND DATA OFFICER**

Full-time – 35 hours per week

#### **1. Salary**

The salary range will be the Executive Officer Grade, currently £26,460- £33,777 per annum. Placing within the range will be in accordance with relevant experience.

#### **2. Holidays**

28 working days leave per year and seven statutory holidays. Three days leave require to be taken between Christmas and New Year.

#### **3. Sick Pay Scheme**

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

#### **4. Pension Scheme**

Employees are eligible to join a non-contributory defined benefit (final salary) Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer (currently at the rate of 32.2% per annum). There is also a Death in Service Benefit.

#### **5. Period of Employment**

Following satisfactory completion of a six-month probationary period, during which a four-week notice period applies (otherwise than in the event of gross misconduct), the post is for a limited term of three years during which a notice period of three months on either side will apply.

#### **6. Retirement**

There is no compulsory retirement age applicable to the post.

#### **7. Allowances**

Actual expenses incurred while engaged on General Synod business will be reimbursed together with mileage at appropriate rates as approved by the Standing Committee (currently 45 pence per mile). The post is a province-wide (national) one and will therefore require travel across Scotland.

## **8. Hours of duty**

35 hours per week, the specific hours in the week to be agreed. (Normal full time office hours are from 8.45 to 5.00 pm Monday to Thursday and 8.45 am to 3.45 pm on Friday.) Occasional evening and weekend working will be required as part of the role.

There may be occasions when it is not possible to confine working hours to such hours and the working week may be longer. No compensatory payment is available unless exceptional circumstances pertain but a flexi-time system operates allowing for some appropriate time off in lieu.

## **9. Location**

The role envisages that the postholder will work from home, with visits as necessary to the General Synod Office at 21 Grosvenor Crescent, Edinburgh.