

TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is part-time. Hours to be arranged but between 7.5 – 22.5 hours per week. The post is fixed term for two years.

2. PROBATIONARY PERIOD

The first 3 months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period, your appointment will be confirmed. The employer reserves the right to extend your probationary period.

3. TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week

Except during the probationary period the length of notice which you are obliged to give the organisation to terminate your employment is one month.

Except during the probationary period the length of notice which you are entitled to receive from the employer to terminate your employment is one month.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

4. SALARY

You will be paid National Living Wage per hour.

Salary will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. PENSION ARRANGEMENTS

SU Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution).

6. LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Scripture Union Scotland.

7. HOLIDAYS

The holiday year runs from 1 April to 31 March. The holiday allowance is pro rata of the full time equivalent of 33 days/247.5 hours and is inclusive of entitlement to local and national holidays.

March 2024