



HOMELINK SERVICE MANAGER (JOB SHARE)

Summary of Principal Conditions of Service

WORKING TIME

The post is for 15 hours (2 days) a week (excluding lunch break); precise working days and hours to be agreed, but the aim is to enable the HOMELINK office to be open from Tuesday to Friday each week. The working base is at the House of Friendship, 208 High Street, Lewes. On occasions the Service Manager will be asked, by agreement, to attend meetings outside normal office hours.

SALARY

The salary for this position is £12,480 per annum, based on 15 hours per week at £16.00 per hour. Payment of one twelfth of the annual entitlement, together with any overtime worked, is made on or before the last working day of each month, after deducting appropriate income tax, national insurance and pension contributions. Any overtime will be paid at £16.00 per hour.

PENSION

The charity operates an auto-enrolment pension scheme through the National Employment Savings Trust (NEST). Contributions are made as follows:

Employer 4.5%

Employee 4.5% (less tax)

SICK PAY

Contractual sick pay will be paid at the following rates in appropriate circumstances:

During the first 6 months of employment, up to 2 weeks sick leave at full pay, 2 weeks at half pay and thereafter at statutory sick pay (SSP) rates. After 6 months of employment, up to 4 weeks at full pay and 4 weeks at half pay within any 12 month period, and then at SSP rates.

HOLIDAY ENTITLEMENT

Pro rata to a full-time equivalent of 22 days holiday in each holiday year plus the 8 statutory (bank) holidays. For this post the total pro rata holiday entitlement (2/5) is therefore 12 days, including any bank holidays taken.

TRAVEL EXPENSES

Car mileage will be paid at 45 pence per mile for journeys from the working base to interviews in Newhaven or Seaford, or from home to meetings outside office hours.

The post is subject to a probationary period of four months.