

## SUMMARY OF TERMS OF EMPLOYMENT- ASSISTANT SHOP MANAGER

SALARY:	£15,758 per annum, pro rata for part-time. The actual salary for 15 hours is £6,303. The equivalent hourly rate is £8.08.
PENSION:	You will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows subject to eligibility criteria. The minimum employee contribution will be 3% and the employer contribution will be 2%. These rates are increasing from 1 April to employee contribution 5% and employer contribution 3%.
HOLIDAY:	25 days plus 8 bank holidays; rising to 27 days after 5 years and 30 after 10 years
SICK PAY:	We offer an Occupational Sick Pay scheme, as follows: <ul style="list-style-type: none"> <li>• During the first 12 months' of service – Statutory Sick Pay only</li> <li>• 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay</li> <li>• 3 years' service to 5 years' service – 4 weeks' full pay and 4 weeks' half pay</li> <li>• 5 years' service to 10 years' service – 6 weeks' full pay and 6 weeks' half pay</li> <li>• Over 10 years' service – 8 weeks' full pay and 8 weeks' half pay</li> </ul>
OTHER BENEFITS:	Employee Assistance Programme offering 24-hour confidential counselling, advice and support Employee discount scheme with major retailers Opportunities for challenge events and fundraising Staff consultation group Staff social activities Family friendly benefits Free parking nearby
LOCATION:	Devonshire Road, Weston-super-Mare.
HOURS:	15 hours per week, to be worked over 2 days (including alternate Saturdays).
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
NOTICE PERIOD:	During probationary period you will be entitled to receive, and required to give at least one weeks' written notice of termination.  After successful completion of the probationary period you are entitled to receive, and required to give, at least one months' notice of termination, which must be in writing.