

SUMMARY OF TERMS OF EMPLOYMENT- ASSISTANT HUB MANAGER

SALARY:	£18,018 per annum, pro rata for part-time. Equivalent to an hourly rate of £9.24. The actual salary for 30 hours is £14,414 per annum.
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 5% and the employer contribution will be 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"> • During the first 12 months' of service – Statutory Sick Pay only • 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay • 3 years' service to 5 years' service – 4 weeks' full pay and 4 weeks' half pay • 5 years' service to 10 years' service – 6 weeks' full pay and 6 weeks' half pay • Over 10 years' service – 8 weeks' full pay and 8 weeks' half pay
OTHER BENEFITS:	<ul style="list-style-type: none"> • Free car parking • Employee Assistance Programme offering 24-hour confidential counselling, advice and support • Employee savings scheme • Opportunities for challenge events & fundraising • Staff consultation group • Mentoring programme • Staff social activities • Family-friendly benefits
LOCATION:	You will be based at our Business Hub in Weston-super-Mare
HOURS:	30 hours per week, to be worked over 4 days to include some Saturdays, Sundays and Bank Holidays when required.
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
NOTICE PERIOD:	<p>During probationary period you will be entitled to receive, and required to give at least one weeks' written notice of termination.</p> <p>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.</p>