

**SUMMARY OF TERMS OF EMPLOYMENT – INDIVIDUAL GIVING & LOTTERY
MANAGER**

SALARY:	Annual salary - £35,750
PENSION:	Opportunity to remain in NHS pension scheme if already contributing (or have been in last 12 months). Alternatively, you will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows. 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 – 1 week full pay followed by SSP only • 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay • 3 years' service to 5 years' service – 4weeks' 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"> • Employee Assistance Programme offering 24-hour confidential counselling, advice and support • Healthcare discount scheme • Opportunities for participation in challenge events & fundraising • Staff consultation group • Staff social activities • Free parking (onsite or nearby) • Subsidised bus travel with First Bus Commuter Travel Club
LOCATION:	Uphill, Weston-super-Mare. Consideration will be given to working from home for a maximum of one day per week.
HOURS:	37.5 hours per week. Flexibility to work evening and weekends at events is required – time off in lieu will be given in line with Hospice policy.
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 required to give, at least two months' notice of termination, which must be in writing.