

## SUMMARY OF TERMS OF EMPLOYMENT – Trust and Grants Fundraiser

SALARY:	£25,000 -27,500, pro rata for part time (dependent on experience).
PENSION:	<p>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%.</p> <p>If you have been a member of the NHS pension scheme and made contributions in the last 12 months, we may be able to transfer your membership (subject to eligibility criteria).</p>
HOLIDAY:	6.6 weeks (including bank holidays); rising to 7 weeks after 5 years and 7.6 weeks after 10 years.
SICK PAY:	<p>We offer an Occupational Sick Pay scheme, as follows:</p> <ul style="list-style-type: none"> <li>• During the first 12 months' of service – 1 weeks' full pay</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:	<ul style="list-style-type: none"> <li>• Employee Assistance Programme offering 24-hour confidential counselling, advice and support</li> <li>• Healthcare discount scheme</li> <li>• Opportunities for challenge events &amp; fundraising</li> <li>• Staff consultation group</li> <li>• Staff social activities</li> <li>• Family-friendly benefits</li> <li>• Free parking (onsite or nearby)</li> <li>• Subsidised bus travel with First Bus Commuter Travel Club</li> </ul>
LOCATION:	Uphill, Weston-super-Mare
HOURS:	<p>30 hours per week, over 4 or 5 days. Actual working hours to be agreed.</p> <p>Flexibility to work evening and weekends at events is required – time off in lieu will be given in line with Hospice policy.</p>
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>