

SUMMARY OF TERMS OF EMPLOYMENT- ASSISTANT COMMUNICATIONS OFFICER

SALARY:	£17,550 per annum pro rata for part-time. The actual salary for 22.5 hours is £10,530 per annum.
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 contribution will be 1% for both the employee and employer contributions.
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 parking • Childcare vouchers • Employee Assistance Programme offering 24-hour confidential counselling, advice and support
LOCATION:	Weston-super-Mare
HOURS:	22.5 hours per week, to be worked over 3 days, preferably Wednesday - Friday
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>