

SUMMARY OF TERMS OF EMPLOYMENT- RELIEF SHOP MANAGER

SALARY:	£16,321 per annum pro rata for part time/£8.37 per hour
CONTRACT TYPE:	This is a temporary role covering maternity leave, initially for a period of up to 6 months
PENSION:	You will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows subject to eligibility criteria. 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:	<p>We offer an Occupational Sick Pay scheme, as follows:</p> <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"> • Childcare vouchers • Employee Assistance Programme offering 24-hour confidential counselling, advice and support
LOCATION:	You will travel to and between our retail locations.
HOURS:	22.5 hours per week to be worked over 3 days including every Saturday. You may also be required to work Sundays and Bank Holidays.
PROBATIONARY PERIOD:	This post is subject to a three 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>