

## SUMMARY OF TERMS OF EMPLOYMENT- ASSISTANT HUB MANAGER

SALARY:	£15,602 pa, pro rata for part-time. The actual salary for 30 hours will be £12,481 pa.
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 3% and the employer contribution will be 2%.
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"> <li>• During the first 12 months' of service – Statutory Sick Pay only</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:	Employee Assistance Programme offering 24-hour confidential counselling, advice and support Childcare Vouchers Employee discount scheme Free car parking
LOCATION:	The Hub, 9 Lynx Crescent, Weston-super-Mare, Somerset, BS24 9DJ
HOURS:	30 hours per week. The hours are to be worked over 4 days including alternate Saturdays. You may also be required to work Sundays and Bank Holidays.
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 entitled to receive, and required to give, at least one months' notice of termination, which must be in writing.