

**SUMMARY OF TERMS OF EMPLOYMENT- ASSISTANT SHOP MANAGER –
DEVONSHIRE ROAD**

SALARY:	£15,600 per annum/£8 per hour pro rata for part-time.
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"> • 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:	Employee Assistance Programme offering 24-hour confidential counselling, advice and support Childcare Vouchers Employee discount scheme Opportunities for challenge events and fundraising Staff consultation group Staff social activities Family friendly benefits Free Parking
LOCATION:	Devonshire Road, Weston-super-Mare
HOURS:	15 hours per week over 2 days, to include alternate Saturdays. We will also consider applications for 16 hours per week – actual working hours to be agreed but will include alternate Saturdays.
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.