

SUMMARY OF TERMS OF EMPLOYMENT- RELIEF SHOP MANAGER

SALARY:	£16,647 per annum/£8.54per 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 pro rata for part-time; 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 at some of our retail sites
LOCATION:	Weston-super-Mare and the surrounding areas including Clevedon, Cheddar, Burnham on Sea.
HOURS:	16 hours per week over 2 days OR 22.5 hours over 3 days OR 30 hours over 4 days OR 37.5 hours over 5 days. Working hours will include every Saturday
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.