

1. Pay Structure – Team Manager

£21,310	Commencement point and progression through the points is dependent on qualifications and experience, as well as ongoing performance in the role.
£22,715	
£24,122	
£25,528	

2. Annual Leave

On Commencement 30 days inclusive of public holidays
After 5 Years 33 days inclusive of bank holidays

3. Sickness Absence

During probationary period SSP only (if entitled)
Up to 2 years 1 month full pay followed by 1 month half pay
Over 2 years 2 months full pay followed by 1 month half pay

Note that Future Directions CIC do not pay occupational sick pay for the first three days of any sickness absence.

4. Enhancements

The following are additional payments which shall be payable on top of basic pay for the following shifts:

Waking Night Time plus 20% for hours between 11pm and 7am
Bank Holiday Time plus 50% for working Christmas Day and New Years Day
Sleep Ins Additional payment of £25
On-call £15 per period for weekdays (9am – 9am)
 £25 per period for weekends, Christmas Day and New Years Day

5. Hours of Work

Full time hours are 37.5 per week. Hours for Team Managers will in the main consist of Monday to Friday 9am – 5.30pm, although some evening and weekend work will be required, according to the needs of the service. In addition to contracted hours, Team Managers will be part of an on-call rota.

6. Probationary Period

On appointment, each employee will undertake a twelve month probationary period to assess suitability in the role. When this is successfully completed, the appointment will be confirmed.

7. Notice Periods

The notice period for all Team Managers is 8 weeks.

8. Disclosure Checks

All appointments will be subject to enhanced DBS checks and checks against the ISA barred lists – prospective employees are required to pay for their own checks.

9. Expenses

For essential and agreed, work-related travel, rates according to the HMRC approved mileage rates will be paid – these can be found on <http://www.hmrc.gov.uk/rates/travel.htm>.

Any other reasonable expenses can be agreed by the Service Manager.

10. Pension

NEST pension scheme statutory contributions paid.