SUMMARISED TERMS & CONDITIONS OF EMPLOYMENT
Hillcrest Futures

Post Title:	Assistant Manager
Base/Location:	North Grimsby, Arbroath and Priory Outreach, Dundee
Hours Available:	39 hours per week to be worked on a shift basis in accordance with the project rota.
Permanent/Temporary/ Fixed Term	Permanent post available. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4, and 6 months.
Mentor Required	**Yes** ✓ **No** **A mentor is required for anyone who will have line management responsibility or is aged 24 or under.**
Rate of Pay:	**£24,585 - £25,364 per annum (39 hours per week)**
Overtime:	Paid where agreed in advance by the organisation. Must exceed full time hours if part time. Any hours worked over and above full time hours will be paid at time and half.
Sleep In Duties	**Yes** **No**
Waking Nights	**Yes** **No**
SSSC Registration	You will be required to register with the SSSC as a Supervisor in Care at Home and Housing Support Services. Registration must be obtained within 6 months of taking up the post. Failure to do so may result in your contract being terminated. Do you know of any reason why you may be refused registration with SSSC?
Pension Scheme:	Hillcrest Futures offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% and employer 3% to the scheme as of 1st April 2019. Further details of the scheme are available from the payroll team.
Health Plan:	Employees are automatically given admission to the Health Plan Scheme with no charge to the individual. The cost for this is met by the Employer. Details will be sent out to the successful candidate/s.
Annual Leave Entitlement:	**Leave year runs from 1st January - 31st December.** Entitlement is 249.6 hours per annum, rising to 288.6 hours over a 5 year period, (this is inclusive of public holidays). Annual leave is calculated on a pro rata basis for part time staff. **Check if any holidays already arranged?.**
Qualifications:	Offer will be subject to proof of qualifications essential/desirable (where appropriate) to the post

References:	**Must have two satisfactory referee reports.** Check on application form if they have requested us **not** to contact referees. If so, seek permission to obtain this as part of our selection process. **Check if one is from <u>most recent employer</u>. If not, ask if they can provide one for us to contact. 2nd should preferably be from previous employer or Academic.**
Rehabilitation of Offenders Act 1974:	The organisation will carry out a PVG disclosure Scotland check which looks at your criminal history/background. You are required to declare any 'unspent' convictions and provide full details that lead to the conviction. Please discuss with the candidate. Not all 'spent' convictions are required to be declared. There are certain 'spent' convictions that must always be declared and others which are only declared subject to rules. Please provide the candidate with a copy of these lists and ask if there are any convictions listed which they are required to declare. **(HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.)**
Trade Union:	The organisation does not recognise T.U.'s Employees have the right to join one of their choice.
Staff Reps Group:	This group is in place to negotiate terms and conditions on behalf of staff.
Notice:	**When availability to start if successful?**