



## **Berwickshire Christian Youth Trust**

Sharing Christian hope with a new generation

### **Youth and Children's worker TERMS AND CONDITIONS OF SERVICE**

#### **1. HOURS**

The post is full-time, working 40 hours per week, subject to variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager.

#### **2. PROBATIONARY PERIOD**

The first six months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period your appointment will be confirmed. The employer reserves the right to extend your probationary period.

#### **3. TERMINATION OF EMPLOYMENT**

During the probationary period the notice required to be given either by you or the Berwickshire Christian Youth Trust to terminate your employment is one week.

Except during the probationary period the length of notice which you are obliged to give the Berwickshire Christian Youth Trust to terminate your employment is three months.

Except during the probationary period the length of notice which you are entitled to receive from Berwickshire Christian Youth Trust to terminate your employment is three months.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

#### **4. SALARY**

The salary will be £19800 - £20800 (dependent on experience).  
You will be paid in arrears on a monthly basis, on or before the 28<sup>th</sup> of each month.

#### **5. PENSION ARRANGEMENTS**

There is a Group Personal Pension Scheme administered by Scottish Equitable PLC for all employees. There is an employee's contribution of 4% net and an employer's contribution of 8%. Employees over 18 years of age will be invited to join after successful completion of your probation period.

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Berwickshire Christian Youth Trust.

#### **6. HOLIDAYS**

The holiday year runs from 1 April to 31 March. You will be entitled to 20 days paid holiday, plus 13 paid local and national holidays (or days in lieu of these when required to work). 3 of these working days must be taken in the period between the Christmas and New Year national holidays. Annual leave entitlement will increase with length of service. The maximum of 28 days annual leave pro rata is earned after eight years with the organisation.

