

# **Voluntary Action Luton**

## **SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT**

<b>Job Title:</b>	Funding & Development Officer
<b>Term:</b>	Fixed Term Contract (subject to funding until 31 <sup>st</sup> March 2012)
<b>Hours:</b>	25 hours per week. A flexi-time system operates. Occasional evening or weekend work may be required for which time off in lieu will be given.
<b>Salary:</b>	<b>£26862 per annum (Pro Rata).</b> Annual cost of living salary increases are usually payable from April (subject to funding). Employees are eligible for merit salary increases after six months' service (subject to funding). Salaries are paid monthly, by credit transfer, on or about the 15 <sup>th</sup> of each month.
<b>Pension Payments:</b>	There is an optional pension contribution of up to 5% to match an employee pension contribution to an occupational pension scheme with <i>The Pensions Trust</i> .
<b>Sickness Payments:</b>	In any consecutive 12 months after a qualifying period of six months: six weeks sickness leave on full pay and six weeks sickness leave on half pay, less Statutory Sick Pay.
<b>Location:</b>	The post will be based at our 15 New Bedford Road offices. Staff and visitors are not permitted to smoke on the premises.
<b>Season Ticket Loan:</b>	An interest free season ticket loan scheme operates for staff who have had their appointment confirmed and who wish to purchase quarterly or half-yearly bus, rail or car park season tickets for their travel to work.
<b>Probationary Period:</b>	The appointment is subject to a six month probationary period after which there will be a probation appraisal before the appointment is confirmed.
<b>Notice Period:</b>	After appointment is confirmed, one month's notice in writing by employer or employee.
<b>Annual Leave:</b>	25 days holiday per annum and public holidays.
<b>Continuing Professional Development:</b>	All staff are encouraged and required to participate in relevant training to develop their skills and contribute to the development of Voluntary Action Luton.