

TERMS & CONDITIONS OF EMPLOYMENT LEGACY PARTNERSHIP MANAGER

Contract FIXED TERM 24 MONTHS

Employment Subject to a six-month probationary period with a

three and five-month review.

Offer of Employment: Subject to two written references satisfactory to Age

UK Leicester Shire & Rutland at the interview stage, candidates may be requested to agree to telephone

references being obtained.

Disclosure of Record: The successful applicant is required to apply to the

Disclosure Barring Service (DBS) and any offer of employment will be subject to receipt of a satisfactory

Enhanced Disclosure certificate.

The organisation reserves the right to recover the full cost of an Enhanced(currently £53 plus VAT) should an employee leave their employment before the end of the

six month probationary period.

Base The postholder will be based in any of the three regions

within:

Age UK Leicester Shire & Rutland Age UK Coventry & Warwickshire

Age UK Northamptonshire

The partnership group reserves the right

to change your place of employment to any other designated site within particular regions of Leicester,

Leicestershire, Coventry & Warwickshire, &

Northamptonshire.

Cost Centre 400

Holidays Leave year from 1 April - 31 March

25 days leave per annum, plus public and statutory bank holidays plus two concessionary days of Christmas Eve (or a day in lieu of Christmas Eve in the week before or after where Christmas Eve falls at a weekend) and the Tuesday following Easter Monday. Pro rata for part-time

roles.

Working Hours 37 hours per week 8.30am – 4.30pm with a 30 minute

unpaid break

Salary £33,000 per annum £17.10 per hour

Car Park The postholder is eligible for a car park space within

Age UK Leicester Shire & Rutland Age UK Coventry & Warwickshire

Age UK Northamptonshire

Category 2 40p per mile and is subject to change.

(Private Car User Mileage)

Pension Scheme: The Group Personal Pension Scheme – Automatic

enrolment applies and eligible jobholders (as defined by the government) will automatically be enrolled into the pension scheme within three months of commencement of employment. In the meantime, if you wish to join the scheme you should contact the Payroll Department at Lansdowne House. Further information will be sent to you

on or before your first pay day.

Sick Pay Scheme: Entitlement is subject to receipt of confirmation of

employment.

SERVICE BETWEEN

6 calendar months and 1 year

1 and 3 years

After 3 years

BENEFITS (per calendar month)

1 month full pay 1 month half pay

2 months full pay 2 months half pay

3 months full pay 3 months half pay

Please note that sick pay will not be paid for the first three days of absence

Increments: Cost of living awards negotiated annually, if awarded, are normally effective from 1st April each year