

TERMS & CONDITIONS OF EMPLOYMENT

GROUP LEARNING & TRAINING COORDINATOR

Contract	FIXED TERM MARCH 2024
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 interview stage, candidates may be requested to agree to telephone references being obtained.
Medical Clearance	All offers of appointment are subject to medical clearance. This normally requires the completion of a medical questionnaire only but may involve an examination. The Executive Director's decision is final as to whether or not a medical report is satisfactory.
Disclosure of Record:	<p>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.</p> <p>The organisation reserves the right to recover the full cost of a DBS check (currently £40 plus VAT) should an employee leave their employment before the end of the six month probationary period.</p>
Base	<p>The postholder will be based at Age UK Leicester Shire & Rutland, 244 London Road, Leicester LE2 1RH (cost centre 406)</p> <p>Age UK Leicester Shire & Rutland reserves the right to change your place of employment to any other designated site within Leicestershire.</p>
Working Hours	
Salary	£10,032.31 per annum £10.40 per hour
Car Park	The post is not eligible for a car park space at 244 Thorncroft, London Road, Leicester LE2 1RH
Category 2 (Private Car User Mileage)	38p per mile and is subject to change.
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	BENEFITS (per calendar month)
6 calendar months and 1 year	1 month full pay 1 month half pay
1 and 3 years	2 months full pay 2 months half pay
After 3 years	3 months full pay 3 months half pay

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

Sick Pay: The post of Group Learning & Training Coordinator is entitled to a Company Sick Pay Scheme.

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

REF: