MAIN TERMS AND CONDITIONS OF SERVICE

Job title:	Befriending Services Coordinator
Salary:	£21, 982 per annum paid monthly in arrears
Hours:	28 per week. actual working pattern to be agreed with successful candidate. When providing holiday and sickness cover the postholder may be required to work additional hours per week. Occasionally, some evening and weekend work may be required for which time may be taken in lieu. There are no overtime payments.
Holidays:	22 days per year plus an extra 3 days organisational leave plus statutory Bank Holidays The organisation provides direct services to the public and therefore in order to ensure adequate cover there is a holiday cover system in operation. Consequently, the post holder will be expected to book their holidays in collaboration with other members of the team. After 5 years' service holiday entitlement increases by 5 days (pro rata for part time employees)
Travel:	No payment is made for travel between home and work Payment for travel undertaken as part of the duties of the post will be reimbursed
Pension:	Workplace pension
Responsible to &: supervised by	Operations Manager
Training:	The post holder will be expected to undertake training relevant to the role
Probation:	Confirmation of the appointment will be subject to the satisfactory completion of a probationary period of four months
Location:	The base will be Kings Court, Blackburn. However, you may be required to work on either a temporary or an indefinite basis at any premises which the organisation currently has, or may subsequently acquire, or any premises at which it may from time to time provide services.