

MAIN TERMS AND CONDITIONS OF SERVICE

The post is fixed term to 31st March 2025

Job title: Mental Wellbeing Co-ordinator

Salary: £15,852 per annum paid monthly in arrears

Hours: 21 hours per week. 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: Pro-rata to 22 days + Bank holidays for a full time employee and the period between Christmas and New Year per year. 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: Integrated Services 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 three months

Location: The base will be 4 King Street, 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.