



**Christian Outlook On Lochalsh
Church Liaison Worker**

Terms and Conditions

1. Length of Contract

Fixed term for two years with the possibility of a substantive post after this period.

2. Hours

The post requires working 15 hours per week, subject to variation in accordance with the fulfilment of your responsibilities and by agreement with your Line Manager.

3. Probationary Period

The first two months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period your appointment will be confirmed. The employer reserves the right to extend your probationary period.

4. Termination of Employment

During the probationary period the notice required to be given either by you or Christian Outlook On Lochalsh to terminate your employment is one month.

Except during the probationary period, the length of notice which you are obliged to give the Trust to terminate your employment is one month.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is one month

Your employment may be terminated summarily in the event of a breach of contract.

5. Salary

£9,235 per annum paid in arrears on a monthly basis, on or before the 28th of each month. Travel expenses will be paid to cover work related mileage.

6. Pension Arrangements

Christian Outlook On Lochalsh operates a Group Personal Pension Scheme through its association with Scripture Union Scotland and currently administered by Aegon for employees over 18 and under 75 years of age which you will be invited to join when you commence employment. An employer's contribution of up to 9% of total pensionable salary will be paid following successful completion of your probationary period, with contributions backdated to the date your employee contributions started if this is earlier.

7. Life Insurance Cover

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Christian Outlook On Lochalsh.

8. Annual Leave

The holiday year runs from 1st December to 30th November. Annual leave entitlement for a full-time (37.5 hours) post is 33 days paid holiday, rising to 34 days in the second year of employment. This amount is inclusive of local and national holidays.