Terms and conditions

Grant Advisor

Salary: £37,205 pa pro-rata +benefits

Location

Corra employees can choose their normal place of work from one of Corra's workplaces at either Lochside Way, Edinburgh or Centrum, Glasgow with a flexible approach to hybrid working. However, from time to time you may be required to work at other sites and, if work reasons demand it, to transfer to another place of work on a temporary or permanent basis.

Contract length

The contract will be until June 2028 and for 28 hours per week with a probation period of 6 months in place.

Notice period

Notice to be given by you:

- After one month's service but during your probationary period you are required to give Corra Foundation one week's notice to terminate your employment.
- After the successful completion of your probationary period you are required to give Corra Foundation one month's notice to terminate your employment.

You are entitled to receive the following periods of notice from Corra Foundation:

- Over 1 month but during your probationary period - one week.
- After the successful completion of your probationary period but under five years' service – one month.
- Over five years' continuous service - one week for each complete year of service to a maximum of 12 weeks after 12 years.

Working hours

Corra operates a flexi-time scheme. The basic requirement is to work 28 hours per week in total (equivalent of 09:00 to 17:00 four days per week inclusive of one hour for lunch daily), however the nature of this job will require working outside these where necessary.

Employees may be requested to work reasonable over-time when necessary for the performance of duties. Over-time is not paid but, in the event that significant levels of unscheduled hours are worked, time off in lieu may be taken subject to approval by your line manager.

Salary details

We have made the decision not to negotiate salary on appointment or progression. This matches our commitment to equity of pay across Corra.

All new appointees are placed at entry level to the band for their role. This role is graded at C with an entry level salary of £37,205 pa pro rata. On the anniversary of your start date, the salary will automatically move up the incremental scale until it reaches the top of the band, provided that there is no capability, probationary or disciplinary processes in place. Band C salary range is:

Pay step	Band	Annual salary
Entry	C1	£37,205
Yr1	C2	£38,343
Yr2	C3	£39,482
Yr3	C4	£40,621
Top	C5	£41,760

The characteristics of band C are as follows:

- Supervision/management of people: Potential staff and volunteers supervision
- Creativity and innovation: General guidelines aid problem solving
- Contacts and relationships: Specific relationships need to be developed and managed
- Decisions (Discretion):Working to general guidelines, a range of choices, advice not normally available
- Decisions (Consequences): May have significant implications for the service
- Resources managed: Responsibility for cost control and or some aspects of income
- Work demands: Working to some deadlines and changes in priorities
- Knowledge and skills: Required to put to use skills acquired through on-the-job or vocational training and relevant work experience
- Level of work: Mainly operational with some tactical
- Project management level of responsibility: Mainly general support and administration

Benefits

In addition to the basic salary, Corra will provide a generous benefits package:

- Auto-enrolment in our Qualifying Workplace Pension Scheme, with Corra contributing 10% of salary annually and an enhanced option of an additional 2% provided there is a minimum of 3% gross contributed by the employee
- Flexi-time scheme and hybrid working
- Life assurance equivalent to four times salary
- Access to our health cash plan
- Access to our well-being policies, including access to counselling, Cycle to Work, annual flu vaccination etc
- Business travel policy: business miles are reimbursed at 45p per mile
- Enhanced family leave pay policies
- Volunteering days

Annual leave

All staff are entitled to 38 days paid leave per annum pro-rata, which is made up of 27 days annual leave and 11 days public holiday. Corra closes its offices between 24 December and 3 January each year, which is made up of 7 public holidays. The remaining 4 public holidays can be taken any time of the year.

There is also the opportunity to buy up to five days additional annual leave each year.