



CORE OPERATIONS SUPPORT
£21,740-24,697 pa pro-rata (*dependent on experience*) + benefits

TERMS & CONDITIONS

LOCATION

The normal place of work for this post will be Riverside House, Edinburgh. 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 permanent and for 21 hours per week (*negotiable on how these are spread across the week*) with a probation period of 6 months in place.

NOTICE PERIOD

If you wish to terminate your employment with the Corra Foundation four weeks' notice in writing must be given. Should Corra Foundation wish to terminate your employment, for reasons other than gross misconduct, four weeks' notice will be given.

HOURS OF WORK

Corra Foundation operates a flex-time scheme. The basic requirement is to work 21 hours per week in total (equivalent of 9am to 5pm five 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

This post is graded F2 and as such falls within the salary scales £21,740 - £24,697 pa pro-rata. It is anticipated that the starting salary will be at the lower end of the F2 scale.

The characteristics of grade F2 are as follows:

- Supervision/management of people: Little or occasional supervision of staff and volunteers
- Creativity and innovation: Work to clear guidelines, routines, procedures and processes with minimal supervision on a day to day basis
- Contacts and relationships: Routine limited contact, often required to be initial points of contact for customers
- Decisions (Discretion): Little or no decisions, advice would be available
- Decisions (Consequences): Limited effect, quickly known and readily amended
- Resources managed: No responsibility for physical and financial resources
- Work demands: Work not normally interrupted, quite tight or short timescales
- 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
- Project management level of responsibility: Mainly general support and administration

BENEFITS

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

- Auto-enrolment in our Qualifying Workplace Pension Scheme, with the Corra Foundation 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
- Life assurance equivalent to four times salary
- Access to our well-being policies
- Corra Foundation is an accredited Living Wage employer and also holds the Healthy Working Lives Bronze Award
- Business travel policy: business miles are reimbursed at 45p per mile, and we have an essential car user allowance for people who travel more than 5,000 per annum as part of their job.

ANNUAL LEAVE

All staff are entitled to 38 days paid leave per annum pro-rata, which is made up of 29 days annual leave, 8 days public holiday, and 1 day towards the Christmas holiday closure.

The Corra Foundation closes its offices between 24 December and 3 January each year, which is made up of 4 public holidays, 2 days from annual leave entitlement, plus 1 day towards the Christmas holiday closure. The remaining 4 public holidays are: Good Friday, Easter Monday, May Day and the Spring Bank Holiday.