

## CHOICE SUPPORT GROUP

### SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

<b>POST:</b>	<b>PBS Practitioner - NORTH</b>
<b>SALARY:</b>	<b>£15,750 - £17,500 - Pro rata to £31,500.00 to £35,000 inc</b>
<b>HOURS:</b>	Part time – 18.75 hours per week (Full-time staff work 37.5 hours per week)
<b>PROBATION PERIOD:</b>	6 months.
<b>ANNUAL LEAVE:</b>	25 days rising to 27 days per annum after 3 years' service and to a maximum of 28 days f per annum plus bank holidays.
<b>SICK LEAVE:</b>	Less than 12 months service: Statutory Sick Pay only. After 1 years' service: 4 weeks full pay and 4 weeks half pay. (Please note that sick pay is paid at management discretion).
<b>MATERNITY LEAVE:</b>	Staff with 12 months service before the qualifying week, who intend to return to work following maternity leave: 6 weeks at 90% of average salary (inclusive of SMP); 10 weeks at half pay plus the lower rate of SMP or 90% of average earnings (whichever is the lower) (provided that the combined pay does not exceed the normal full pay); 23 weeks at SMP; 13 weeks unpaid leave
<b>NOTICE PERIOD:</b>	Employee – 1 months' notice Employer Statutory – Following completion of probation but during the first 4 years of employment, not less than 1 months' notice. Thereafter, 1 weeks' notice for each year's complete service up to 12 weeks' notice maximum
<b>PENSION:</b>	The Group is currently using an auto enrolment pension provider in respect of its duties under part 1 of the Pensions Act 2008. Membership of the scheme is subject to the rules of the scheme as amended from time to time. The Group reserves the right to vary or discontinue any scheme in place from time to time. Auto enrolment employer contributions are currently 3% of eligible earnings for qualifying employees.
<b>LIFE ASSURANCE:</b>	We operate a discretionary death benefit scheme paying up to twice the annual salary.
<b>LOCATION:</b>	This post is Hybrid working. Home and office based and expected to travel and work from Choice Support's premises frequently. Regular travel to services and offices in the North is required. Travel to cover other areas of the UK when required.
<b>OTHER BENEFITS</b>	Access to an Employee Assistance Programme provided by AXA PPP, Access to Counselling support services, Reward gateway (Employee discount and cash back scheme), Reduced gym memberships, access to a wide range of learning and development opportunities, flexible working opportunities, refer a friend bonus.

Your Terms and Conditions of Employment are a matter of determination by the Company and may be changed from time to time

**October 2024**