**Terms and Conditions of Employment**

**Post: SAVTE Digital Inclusion and Communications Worker**

***Salary*:** full time / pro rata £20,217 depending on experience. SAVTE pays a 1% cost of living increase every August.

**Pension**: SAVTE has a workplace pension scheme which complies with current legal minimum contribution rates which include a compulsory employee contribution.

**Hours**; 28 hours per week over 4 or 5 days

**Working Days**: SAVTE is open Monday to Friday, some evenings and weekend work will be required for which TOIL can be taken.

**Period of Employment**: - 12 months fixed term Contract extension is dependent on new funding / and organisational requirements.

**Work Pattern** – we support flexible working which includes working both from home and at the office.

**Annual Leave**: 25 days +3 days Christmas closure + bank holidays pro rata

**Probationary**; this role is subject to a 3-month probation period

**Period of Notice**: 4 weeks on either side.

July 2021