



## Mid Sussex Voluntary Action (MSVA)

The following contains a summary of the terms of employment; these are intended as a guide only and should not be construed as contractual terms, full details will be provided if and when any post is offered.

### 1 Employer

The Employer is Mid Sussex Voluntary Action (MSVA) with a head office at The Cherry Tree Centre, Fairfield Road, Burgess Hill RH15 8QB.

### 2 Vacant Post

<b>Digital Content and Communications Officer</b>
---

### 3 Salary

This post is a 12-months fixed term post.

The starting salary will be **£14,234 per annum**, which is calculated pro rata of 24 hours and based on 37.5 hours per week, with a full-time salary of FTE £22,241 per annum.

Salaries are paid monthly in arrears, direct to a bank account and whilst not accepted as a contractual right, every effort will be made to ensure salary payments are available by the 28<sup>th</sup> day of each month.

### 4 Place of Work

Mid Sussex Voluntary Action's Head Office is at The Cherry Tree Centre, Fairfield Road, Burgess Hill RH15 8QB. It is anticipated that this post will be mainly office based but there is also the opportunity to work flexibly from home.

It will be necessary to travel to other locations within the MSVA area to undertake duties and in addition, as necessary, need to attend meetings and training outside the area, anywhere in the UK.

### 5 Expenses

Subsistence and travelling expenses reasonably and properly incurred in the course of employment and with the prior approval of MSVA, will be reimbursed. If this is by car the mileage rate is currently 45p per mile otherwise the actual cost of public transport fares would be claimed.

### 6 Hours of Work and Working Week

The contracted hours for this post are 24 hours per week. The individual work pattern will be subject to discussion with the successful candidate.

There is an occasional need to be available for events/meetings in the evenings and weekends. Normally time off in lieu will be provided for any additional evening and weekend work, however, should such time off in lieu not be practicable and/or such additional anti-social hours be excessive then additional payment at the basic rate of pay will be considered.

## **7 Holiday**

The annual leave year is from 1<sup>st</sup> April up to and including the 31<sup>st</sup> March in the following year.

You are entitled to 25 days' paid leave for a full year which will be calculated pro-rata in proportion to your part-time working hours during the relevant holiday year.

You will also be entitled to a pro-rated amount of bank holidays. You must take holiday on any bank and public holidays that fall on your normal working day. In the unlikely event that you are required to work on such days you will be entitled to the equivalent time off in lieu.

## **9 Sick Pay**

The Charity does not operate an employer sickness payment scheme; any payments made will be in accordance with Statutory Sick Pay regulations.

## **10 Trade Union Membership**

Currently no Trade Union has specific bargaining rights in relation to employment matters in MSVA. There are no collective bargaining arrangements or collective agreements which apply to MSVA.

## **11 Disclosure and Barring Checks (DBS)**

It will be necessary for all staff coming into contact, on a regular basis, with children and/or vulnerable adults to have a DBS check. If you are in this category, arrangements will be made for the necessary checks to be undertaken.

## **12 Introductory/Trial Periods**

There is a three-month initial trial/probation period in relation to this post.

## **13 Notice Periods**

If it is necessary to terminate your employment, other than on the grounds of gross misconduct (dismissal without notice or pay in lieu of notice), you will be entitled to notice as follows:

- In the first month of employment: no notice
- During the remainder of the trial/probation period: one week
- On completion of the probation period: one month

After the completion of the trial/probation period, if you wish to terminate your employment with MSVA you are required to give one month's notice.