



Better Lives, Better World

Main terms and conditions of employment

1. **Job Title:** Project Worker (Teesside)
Place of work: This job is home based and community based. You will be provided with the necessary equipment to establish a home office, and you will need to provide an appropriate workspace. You may be required to work in other locations in Northeast England from time to time.
2. **Salary:** £25,800 per year pro rata, paid into your bank account by BACS on 26th of each month.
3. **Hours of work:** 21 hours (3 days) per week. Your working hours will be agreed with your line manager, usually between Monday to Friday with occasional weekends and evenings. This excludes an unpaid lunch break. You may be required to work outside these hours when authorised and as necessitated by the needs of the business.
4. **Flexible Working and lieu time:** Skills for People has a flexible working policy and a lieu time policy.
5. **Holidays:** 25 days pro rata (15 days) per year, plus pro rata bank holiday allocation. Complementary days are awarded between Christmas and New Year period.
6. **Pension:** Our auto-enrolment pension scheme is provided by Aviva Workplace Pension Scheme (subject to eligibility). Where eligible, the employer contribution is 3% and employee is 5%.
7. **Probationary period:** 3 months.
8. **Dress Code:** Smart casual.
9. **Schemes to help you work:**
 - We can help you to apply to Access to Work if you need support to carry out your role.
 - We offer a Cycle to Work scheme to support our staff to reduce their environmental impact and to stay healthy.