

# Paths for All Partnership

## Summary Terms and Conditions of Employment

### Post Title

- Business Manager

### Duration

- Open ended contract subject to a probationary period of 3 months from commencement of employment

### Salary

- Salary is £38, 680 full time equivalent
- Payment will be made by equal monthly instalments in arrears

### Hours of Work

- Full time is 35 hours each week . A flexitime policy is in place as evening and weekend work and travelling may be required.

### Travel Expenses and Subsistence

- Out of pocket travelling expenses and subsistence will be reimbursed monthly as per our Expenses Policy.

### Holidays

- 25 days holiday entitlement each calendar year. In addition 11 days public holiday taken on a flexible basis, with the exception of the 4 public holidays at Christmas and New Year, which are compulsory.

### Pension

- Paths for All Partnership offer an occupational pension scheme with The Pensions Trust in accordance with our Pensions Policy.

### Termination

- 1 weeks written notice on either side during 3 month probation period
- 6 weeks written notice to be given by Employee
- 4 weeks written notice increasing to 12 weeks after 5 years service to be given by Employer

### Safety / Protection

- The Partnership will provide you with a mobile phone if your role requires it.

### Smoking Policy

- Paths for All Partnership comply with all statutory legislation and operate a no smoking policy

### Conflict of Interest

- Any potential conflict of interest will be clarified

### Confidentiality

- Standard clause