**Working Week** - The normal working hours are a minimum of 32 hours per week.

**Hours of Work** – Core working hours are Monday to Thursday 9am – 12 noon to cover office opening hours. The remaining hours will be worked flexibly to include attendance at evening meetings as required.

**Annual Leave** - 20 working days plus 8 bank/public holidays, increasing annually to 25 days plus bank/public holidays after 5 years’ service, (pro-rata for part time hours). The holiday year runs from 1st April to 31st March. Holidays should not coincide with the monthly meeting of the Council.

**Pension** - The Council uses the NEST pension scheme. The scheme is available to all employees with a 7% employer contribution.

**Salary** - within Salary Range LC2 (spinal point 20 – 28) - £25,295 to £31,371. (pro rata) dependent on the level of experience.

**Travel Expenses** – Mileage outside the parish will be paid at the agreed rate, currently 45p per mile.

**Expenses** - The Council will reimburse all expenses incurred in the discharge of the duties.

**Pay Method** – Salary is paid monthly by transfer to a bank or building society account on the Tuesday after the Council meeting.

**Salary Review** – The post holder will be appointed on a fixed-point salary, which is reviewed annually and an increment may be awarded within the advertised salary scale, subject to satisfactory performance. The salary is also subject to any revisions agreed nationally by NALC and SLCC as a result of pay negotiations, generally effective from 1 April.

**Appraisal –** After initial probationary assessments, you will receive an annual Appraisal/Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

**Work Location** – The post will be based at the Parish Office, although from time to time the post holder may be required to attend meetings or training at other venues within or outside of the parish, as required.

**Probation** – 6-month probationary period.

**Notice Period** - After completion of the probationary period, one month by either side, in writing.