



## Friends of **Fairford** and **Lechlade** Communities

(Reg. Charity No: 1180059)

The League of Friends of Fairford Hospital

(Reg. Charity No: 1006416)



### **Contract of Employment and Conditions of Service**

#### **Edna Dawes Lunch Club Team Leader**

Lunch Club Venue and Home Working

|                                     |                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date of Contract:</b>            | <i>(Date)</i>                                                                                                                                                                                                                                                                                                                                                               |
| <b>Job Title:</b>                   | Edna Dawes Lunch Club Team Leader                                                                                                                                                                                                                                                                                                                                           |
| <b>Name of Employer:</b>            | Friends of Fairford & Lechlade Communities (Registered Charity Number 1180059)                                                                                                                                                                                                                                                                                              |
| <b>Name of Employee:</b>            | <i>(Name) of (Address)</i>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date of Start of Employment:</b> | <i>(Date)</i>                                                                                                                                                                                                                                                                                                                                                               |
| <b>Type of Contract:</b>            | Part Time subject to a probationary period of 26 weeks as explained below                                                                                                                                                                                                                                                                                                   |
| <b>Remuneration:</b>                | £10,524.43 per annum                                                                                                                                                                                                                                                                                                                                                        |
| <b>Expenses:</b>                    | Necessary expenses will be reimbursed                                                                                                                                                                                                                                                                                                                                       |
| <b>Pension Scheme:</b>              | A NEST Auto Enrolment Pension Scheme is operated and details will be provided on commencement of employment                                                                                                                                                                                                                                                                 |
| <b>Working Hours:</b>               | 16 hours per week                                                                                                                                                                                                                                                                                                                                                           |
| <b>Annual Leave:</b>                | 89.6 hours per year, not including UK Bank Holidays. 16 hours of this entitlement is to be taken between Christmas Day and following New Year's Day. Holiday must be requested in writing 4 weeks in advance. The holiday year is 1 <sup>st</sup> January to the following 31 <sup>st</sup> December. Holidays must be taken in the year accrues and cannot be carried over |
| <b>Probationary Period:</b>         | 26 weeks during which time there will be regular reviews of performance. On satisfactory completion of the probationary period the Contract becomes permanent                                                                                                                                                                                                               |
| <b>Job Description:</b>             | The Job Description forms part of this Contract and must therefore be complied with. It may be reviewed from time to time and amended in writing by mutual agreement                                                                                                                                                                                                        |

- Responsible to:** Friends of Fairford and Lechlade Communities Trustees Board through the Chair and General Manager, or another nominated individual
- Supervision:** Supervision of the Employee will be by the General Manager and Chair of the Trustees Board, or another nominated individual
- DBS:** The post is subject to an Enhanced Adult DBS check
- Confidentiality:** The Employee will have access to confidential information such as that relating to other employees, volunteers, the Employer's beneficiaries, Trustees and the Employer's activities generally. This information must be treated in the strictest confidence. The Employee may not before the start of, during or after the termination of this employment disclose to anyone other than in the proper course of this employment any information whatsoever of a confidential nature. Breach of this obligation will comprise gross misconduct
- Equal Opportunities:** The Employer is an equal opportunities employer and views discrimination very seriously, whether on the grounds of gender, status, or racial, ethnic and national origin. The Employer may therefore deem that such discrimination comprises gross misconduct
- Grievance and Disciplinary Procedures:** If the Employee has any grievance relating to their employment or conditions, or a disciplinary decision taken against the Employee, they should discuss it initially with the Chair or the General Manager. Hopefully it can be resolved amicably but, if not, the Employee shall, if they request in writing, be entitled to a confidential meeting to discuss the matter with 3 members of the Employer's Trustee Committee, including the Treasurer if possible
- Termination:** The Employer and the Employee are required to give 2 months' notice in writing to the other to terminate this employment. However, if the Employer determines that any actions undertaken by the Employee amount to gross misconduct, the Employer can terminate this employment immediately
- Changes** Any changes to this Contract must be made in writing. Verbal agreements will not be binding

**For and on behalf of The Friends of Fairford and Lechlade Communities:** Chair or another Trustee

**Employee**

Print Name

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Date

Signature

Print Name

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Date

Signature