# Contract of Employment and Conditions of Service

**Name of Employer:** Friends of Fairford & Lechlade Communities (Registered Charity Number 1180059)

**Name of Employee:** [Insert 'FULL NAME' of 'FULL ADDRESS']

**Job Title:** Administrator

**Type of Contract:** Permanent

**Date of Contract:** [Insert DATE]

**Start Date of Employment:** [Insert DATE]

**Remuneration:** £13.07 per hour, an expected £3,397.54 per annum

**Expenses:** Necessary expenses will be reimbursed

**Working Hours:** 5 hours per week. There is a requirement to work outside of normal daytime hours on occasions and team meetings are often arranged for the early evenings

**Annual Leave:** 28 hours per year, including UK Bank Holidays and Public Holidays. The holiday year is 1st January to 31st December. Holidays must be taken in the year they are accrued and cannot be carried over

**Pension Scheme:** A NEST Auto Enrolment Pension Scheme is operated and details will be provided on commencement of employment

**Probationary Period:** 26 weeks during which time there will be regular reviews of performance. On satisfactory completion of the probationary period the Contract becomes permanent

**Job Description:** 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 & Lechlade Communities Management Committee through the General Manager and Chair of the Board of Trustees, or another nominated individual

**Supervision:** Supervision of the Employee will be by the General Manager and Chair of the Board of Trustees, or another nominated individual

**DBS:** The role 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 General Manager and/or the Chair of the Board of Trustees. 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 three members of the Employer's Board of Trustees, including the Treasurer if possible

**Termination:** The Employer and the Employee are required to give one month 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 of the Board of Trustees, or another Trustee

**Employee**

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|---|---|---|---|
| Print Name | | Print Name | |
| Date | | Date | |
| Signature | | Signature | |