

SCOTTISH EPISCOPAL CHURCH

Provincial Director of Ordinands

Outline Conditions of Service

1 Salary

The salary range will be on the Higher Executive Officer Grade of the General Synod namely £36,270 - 48,226 per annum. Placing within the range will be in accordance with relevant experience.

2 Holidays

The pro rata equivalent of 25 working days leave per and ten statutory holidays. Three days leave require to be taken between Christmas and New Year.

3 Sick Pay Scheme

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

4 Pension Scheme

Employees are eligible to join a non-contributory defined benefit Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer (currently at the rate of 32.2% per annum). There is also a Death in Service Benefit.

5 Period of Employment

Following satisfactory completion of a six month probationary period, during which a four week notice period applies (otherwise than in the event of gross misconduct), three months' notice on either side will apply. The post is initially for a period of three years.

6 Retirement

There is no compulsory retirement age applicable to the post.

7 Allowances

Actual expenses incurred while engaged on General Synod business will be reimbursed together with mileage at appropriate rates as approved by the Standing Committee (currently 45 pence per mile).

8 Hours of duty

35 hours per week. Normal office hours are 8.45am to 5pm Monday to Thursday and 8.45am to 3.45pm on Friday but the role cannot be expected to be limited to such office hours and attendance/teaching at meetings of selection panels and similar bodies at weekends and or during evenings seminars is expected as part of the role.

9 Location

There is some flexibility in how this role can be delivered. The role could involve a hybrid arrangement of primarily home working (from within Scotland), some time at the General Synod Office at 21 Grosvenor Crescent, Edinburgh and work at other locations (e.g. for panels and meetings with team members/candidates) as the role will entail attendance and engagements at a variety of locations throughout Scotland. The details can be discussed with the successful candidate.