



## Main terms and conditions of employment

1. **Job Title:** Live Well Facilitator
2. **Place of work:** You will work from Skills for People office in Byker and from home. You will be provided with the necessary equipment to work from home. The role may require you to travel to other locations in Northeast and Cumbria when necessary.
3. **Salary:** £27,539 per year for 35 hour week, pro rata, paid into your bank account by BACS on 26<sup>th</sup> of each month.
4. **Hours of work:** This post is for 21 hours per week. Your working days will be agreed with your line manager, usually between Monday to Friday with occasional weekends and evenings. This excludes an unpaid lunch break. You may be required to work additional hours when authorised and as necessitated by the needs of the business.
5. **Flexible Working and lieu time:** Skills for People has a flexible working policy and a lieu time policy.
6. **Holidays:** 25 days pro rata per year plus bank holidays pro rata. Complementary days are awarded between Christmas and New Year period (Board's discretion).
7. **Pension:** Our auto-enrolment pension scheme is provided by Aviva Workplace Pension Scheme (subject to eligibility). Where eligible, the employer contribution is 3% and employee is 5%.
8. **Probationary period:** 3 months.
9. **Dress Code:** Smart casual.
10. **Schemes to help you work:**
  - We can help you to apply to Access to Work if you need support to carry out your role.
  - We offer a Cycle to Work scheme to support our staff to reduce their environmental impact and to stay healthy.