



Main terms and conditions of employment

1. **Job Title:** Project Support Worker
2. **Place of work:** You will be expected to work from our office base, at 4 Glendale Terrace, and from home, depending on the tasks being undertaken. (You will be provided with the necessary equipment for home working). You are likely to be expected to carry out your work in a range of community settings within Tyneside and may be required to work in other locations in Northeast England from time to time.
3. **Salary:** £22,575 per year, pro rata paid into your bank account by BACS on 26th of each month.
4. **Hours of work:** 21 hours per week usually spread over 4 days, as agreed with your line manager, usually between Monday to Friday. This excludes an unpaid lunch break. You may be required to work outside these 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 (at the 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.