

EMPLOYMENT STATEMENT

Between Sandhurst Parochial Church Council and

1. JOB TITLE

Community and Church Youth Worker

To be responsible to the Steering Group of 'Sandhurst Youth' with the support of the Rector and the Youth Team.

2. JOB DESCRIPTION

A description of Primary Job Function, Duties and Responsibilities, and Required Standards is set out separately.

3. PERIOD OF CONTRACT

The appointment is for an initial period until 31st March 2019, which may be extended by agreement, with an initial probation period of 3 months.

4. SALARY

£23-26,000 per annum (to be confirmed). Payment will be made monthly in arrears.

5. HOURS

A total of 38.5 hours per week comprising 11 sessions of 3.5 hours. A session may involve morning, afternoon or evening work.

One full day off should be taken each week, (day to be agreed with the Steering Group).

It may be necessary to work additional hours as may be required from time to time. In this event, time off in lieu will be granted. Overtime will not be paid.

6. HOLIDAY ENTITLEMENT

The holiday entitlement is 20 working days per annum, from 1st January to 31st December each year. Holiday is to be taken by prior arrangement with the Steering Group.

Holiday entitlement must be taken in the year in which it applies and no unused holiday may be carried over, except up to three days by prior agreement with the PCC.

The employee is entitled to all Bank Holidays in addition to his/her annual entitlement, but he/she may be required to work on Bank Holidays and time off in lieu will be granted.

7. TERMINATION OF EMPLOYMENT

The period of notice is one month on either side.

In certain circumstances the employer may at their discretion pay the employee in lieu of notice.

8. PENSION SCHEME

The Employee will be enrolled in the Pension Scheme implemented by St Michael's Church (details to follow)

9. RETIREMENT

A retirement age will not apply to this position.

10. STAFF HANDBOOK

Details of other leave entitlement; health and safety arrangements; grievance procedures to be contained in a Staff Handbook. The Handbook along with this Statement comprise your contract of employment. Any amendments to the Staff Handbook will be notified to the employee in writing.

11. Disclosure and Barring Service

Appointment subject to a satisfactory Enhanced DBS check.

12. RECTOR

Reference to "Rector" in this contract shall include the Rector, any deputy he may appoint in periods of absence, or the Churchwardens during any vacancy of benefice.

Signed as agreed:

_____ Date _____
..... Youth Worker

_____ Date _____
Rev John Castle, Rector

_____ Date _____
David Percival,
Project Leader for Sandhurst Youth