

Standard Terms and Conditions of Employment

Job Title	Digital Media Coordinator
Salary	£4950 plus pension contribution, based on an 8 hour working week.
Salary Review date	Yearly in November
Holiday Entitlement	Basic annual paid holiday entitlement is 25 days pro-rata if part-time, in addition to statutory Bank Holidays.
Study Leave	One week per calendar year, pro-rata if part-time.
Pension	Employers Contributory Pension Scheme which fulfils the requirements of Auto Enrolment is available for employed staff.
Place of Employment	SWBA Office, 36-38 Wonford St, Exeter, EX2 5DL Home working is acceptable by arrangement with employer.
Domicile	Home-based working but must be available for occasional onsite meetings within the area of the Association.
Working hours	8 hours/week Flexible working is expected.
Notice	Three months written notice on either side.
Probation	The appointment is subject to a six-month probationary period.
Annual Appraisal	SWBA staff have annual appraisals