

## STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

**The Employer:** The Beacon Whitchurch Limited whose registered office is at The Beacon, 28 Chester Road, Whitchurch, Shropshire, SY13 1ND

**The Employee:** \*\*\*\*\*

This Statement gives details of the main terms and conditions of your employment and is correct as at \*\*\*\*\*

### **Continuous Employment:**

Your employment with the Employer began on \*\*\*\*\*.

### **Job Title:**

- Your job title is: Children's and Youth Worker. [or any mix of roles we so decide!]
- You are employed principally to undertake the tasks outlined "Main Duties/Responsibilities" included within this Statement, and which will be reviewed on a regular basis by mutual consent.

### **Job Location:**

Your job is primarily based at The Beacon Church Office, currently at 5 Post office Court, St John's Street, Whitchurch, SY13 1TQ, although it will be necessary for you to work at various locations in and around Whitchurch in the fulfilment of your duties.

### **Salary:**

- Your salary is calculated at the rate of £\*\*\*\*\* per annum, or such other sum as we may from time to time agree.
- Pay interval: monthly.
- Pay day: 25<sup>th</sup> day of each month.
- Method of payment: BACS.

### **Hours of Work:**

- Working Week: 37.5 (thirty seven and a half) hours per week.
- Working Day/Days: the pattern of days to be worked is to be agreed mutually with the Line Manager in such a way as to ensure the Main Duties/Responsibilities outlined below may be undertaken.
- Working Hours: flexible and by arrangement between the employee and the employer - the employee will be responsible for recording hours worked on a time-sheet provided by the employer.

### **Holidays:**

You are entitled to 4 weeks paid holiday per year, and 8 statutory or bank holidays. [To reflect the part time nature of your work, each day's holiday shall be paid as 1/5 of a working week.]

### **Sick Pay:**

- There is no entitlement to Sick Pay other than Statutory Sick Pay.
- For periods of absence up to 7 days, including non working days, you must submit a self certificate.
- For any period of absence through sickness or injury you must provide a certificate from a medical practitioner

### **Pensions and Pension Scheme:**

There is no pension scheme in respect of this employment. [ WILL NEED TO UPDATE – PENSION NOW MANDATORY]

### **Notice of Termination:**

- After 4 weeks' service you are entitled to one month's notice of termination of employment, rising to two months after two years of continuous employment, and to three months after 5 years continuous service.
- You must give three months notice of your intention to terminate your employment.
- The Employer may, at its discretion, pay you in lieu of notice

**Maternity/Adoption leave:**

You are entitled to statutory Maternity/Paternity and/or Adoption leave, and to return to work afterwards, subject to compliance with any statutory requirements in this respect, including notifying the Employer and providing medical certificates.

**Disciplinary Procedure:**

Your employment is subject to the ACAS Statutory Disciplinary Procedure in force from time to time, a copy of the current terms of which is attached.

**Grievance Procedure:**

Grievances will be dealt with under the ACAS Statutory Grievance Procedure in force from time to time, a copy of the current terms of which is attached.

**Purpose and Objectives:**

- To assist the Church Leaders in the running of the Beacon Church, including taking responsibility for specific elements of the church’s life.
- To produce work that results in a high quality of service and support to church members and the general public.

**Accountability:**

Your primary point of contact and line manager will be \*\*\*\*\* on behalf of the Employers’ Eldership Team, or such other person as maybe advised to you from time to time.

**Main Duties/Responsibilities:**

It is the desire of the Beacon Church Eldership Team that your efforts are concentrated on the primary responsibilities. If time allows, and under direction from your Line Manager, you are required to undertake tasks encompassed within the secondary responsibilities.

**The primary responsibilities are:**

**Children and Youth:**

- to head up the Children’s and Youth activities of the Beacon Church
- to encourage existing and potential leaders in children’s and youth activities
- to actively seek to develop clubs/activities for children and young people including those not presently involved with any church
- to actively seek to develop working relationships with local schools with a view to involvement in school assemblies, in class work and in extra-curricular activities.

**The secondary responsibilities are:**

- to seek to develop activities that encourage young parents into a relationship with the church
- to assist in the running of any group activities organised by the Beacon Church designed to help, educate, encourage and mature young parents
- to assist with the manning/running of any premise the Beacon Church may have in Whitchurch
- to assist with the pastoral care undertaken by the Beacon Church Pastoral Core Team as directed by, or agreed with, your Line Manager
- such other tasks as the Employer may reasonably require from time to time.

The nature of this position requires that you share the Christian beliefs and values of the Beacon Church and that you conduct yourself both in your work and private life in manner which upholds and promotes those beliefs and values.

I acknowledge having received a copy of the above terms and conditions of employment and agree to same.

Signature

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Date

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