

## Written Statement of Employment

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**Name of employer:** Cymorth Cymru

**Employer's address:** Norbury House, Norbury House, Norbury Road,  
Fairwater, Cardiff, CF5 3AS, Wales

**Telephone number:** 029 2055 3687

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**Job title:** Training Manager

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### 1. Job description

Purpose: To develop, deliver and market Cymorth's training framework and programme.

Full details of the role and accountabilities are set out in the accompanying job description.

The attitudes and behaviour required of all Cymorth Cymru staff, the organisation's vision, mission, core values and aims, and its policies and procedures are set out in the Staff Handbook.

All staff must adhere to their job description and keep up-to-date and adhere to the policies and procedures set out in the handbook as the job description and handbook form part of the contract of employment.

### 2. Job location(s)

**Your place of work is:**

Norbury House, Norbury House, Norbury Road, Fairwater, Cardiff, CF5 3AS, Wales.

You may be required to work away from this location.

You may, with the permission of the director, work from home for the completion of specific tasks.

### 3. Working overseas

You are not expected to work overseas.

#### **4. Pay**

The rate of pay is £26,276 gross per annum. This is equivalent to the 1st point on the NJC scale 31 to 35. Increases will be paid annually until point 35 is reached.

This will be paid monthly in arrears on or before the 25<sup>th</sup> of each month.

#### **5. Hours of work**

You are employed to work full time.

Your normal working hours will be 35 hours per week. These will normally be worked between 8.00am and 7.00pm, Monday to Friday, as agreed with the director and to meet the needs of the organisation.

There may be occasions where you will be required to work in the evenings or at weekends without extra remuneration.

#### **6. Holidays**

You are entitled to 30 days holiday for the year, up to 5 of which Cymorth Cymru may stipulate the dates on which they are taken. This excludes public holidays in England and Wales.

You are entitled to your basic rate of pay during such holidays. You will not be required to work public holidays.

Your holiday year runs from 1<sup>st</sup> April.

Only in very exceptional circumstances will it be possible to carry any entitlement forward to the next holiday year and only with the agreement of the director (see staff handbook for further information).

If you have taken more holiday than your accrued entitlement at the date your employment terminates, Cymorth Cymru will be entitled to deduct from your final salary payment one day's pay for each excess day.

#### **7. Sickness absence**

If you cannot work because of illness, you must inform the Central Services Manager as early as possible on the first day and each subsequent day when you are unable to work.

Self-certification is allowed for a maximum of 5 days after which a Doctor's Certificate must be provided.

You are entitled to sick pay as follows:

- During the first year of service: 4 weeks on full pay.

- Staff who have successfully completed their probationary period will also be entitled to an additional 4 weeks on half pay.
- During the second and third year of service: 6 weeks on full pay followed by 6 weeks on half pay.
- During the fourth and subsequent years of service: 8 weeks on full pay followed by 8 weeks on half pay.

These entitlements to sick pay are calculated over a "rolling year" (i.e. the previous 12 months). The above sick pay entitlement includes statutory sick pay. See the staff handbook for more information.

## **8. Collective agreements with trade unions**

There are no collective agreements with trade unions or other employee groups affecting this employment.

## **9. Ending the employment**

10.1 This employment is permanent subject to each party's right to terminate in accordance with the terms of this statement. Subject to clause 10.2, 30 days prior written notice will be required from either party to terminate this employment until you have been continuously employed for 5 years. Thereafter each party will be required to give one week's notice for each completed year of continuous employment up to a maximum of 12 week's notice.

10.2 Nothing in these terms and conditions prevents Cymorth Cymru from terminating your employment without notice in the event of gross misconduct or if you commit a serious breach of your obligations as an employee.

## **10. Disciplinary procedure**

This is set out in the staff handbook. If you wish to appeal against a disciplinary decision you may apply in writing to the chair of Cymorth Cymru's board of trustees in accordance with Cymorth Cymru's disciplinary procedure.

## **11. Grievance procedure**

This is set out in the staff handbook. If you wish to raise a grievance you may apply in writing to the chair of Cymorth Cymru's board of trustees in accordance with Cymorth Cymru's grievance procedure.

## **13. Pensions**

You are entitled to become a member of the Scottish Equitable Pension Scheme, subject to satisfying certain eligibility criteria and subject to the rules of such scheme from time to time. Full details of the scheme are available from the Central Services Manager.

A contracting-out certificate is in force in respect of your employment.

**I agree to the above terms of my particulars of employment:**

Signed. .... Date. ....

Issued on behalf of Cymorth Cymru by: Joy Kent, director

Signed. .... Date. ....