**DISABLED PERSONS HOUSING SERVICE (Fife)**

**SUMMARY OF CONDITIONS OF SERVICE**

Job Title: SDS Volunteer Co-ordinator (part time 17.5 hours/week)

 **This post is subject to a satisfactory PVG disclosure.**

Salary Scale: National SJS Salary Scale Point 24 - 26

 £21,600- £22,968 (pro-rata)

Hours of Work: 17.5 hours per week

 Hours per week to suit needs of service

 Fixed term one year to 31 March 2018

Leave Entitlement: 39 days inclusive of statutory/closure days which are listed annually

Sick Leave: SSP

Place of Work: DPHS(Fife), West Shop, Law’s Close, 339 High Street, Kirkcaldy, KY1 1JN

Notice Period: 1 month

Probationary Period: 1 month with option to review & extend to 3 months if required. Subject to ongoing supervision/review for duration of funded contract to enable goals to be met.

Salary Payment: By bank transfer on 15th of month

Pension Arrangements: Auto enrolment is in place with NOW pensions.

Car Allowance: Mileage is paid at 45p/mile

No Smoking Policy: There is a no smoking policy on premises

***The role is dependent on continued support by the funder Scottish Government/Support In The Right Direction and is subject to successful achievement of targets and outcomes. This post/contract ends 31 March 2018.***

Disabled Persons Housing Service (Fife) Scottish Charity No SCO32589 Company No SCO32571