

## **SUMMARY OF BENEFITS OF EMPLOYMENT**

Below you will find a summary of the terms and conditions that are applicable to this role.

### **Hours of Work**

Full time employees are expected to work a flexible 36 hours per week, to cover the needs of the service including any reasonable additional hours in line with the required duties.

### **Annual Leave Entitlement**

Basic annual leave entitlement is 176 hours plus 88 / 96 hours statutory/extra statutory holidays per year.

Following 3 years continuous Group service, you will receive an additional 25 hours holiday. Following 5 years continuous Group service, you will receive an additional 17 hours holiday and will receive a further 25 hours for 10 years continuous Group service. (based on full time hours).

### **Annual Leave Year Dates**

The leave year for all employees runs for 12 months commencing from the 1<sup>st</sup> day of the month of appointment to the Group. Depending on your start date in that month, this will be pro-rata'd in your first year.

### **Bank/Extra/Statutory/ Concessionary Holidays**

A total of 8 days for full time employees working 36 hours. The actual days are:

The bank holidays for all full time employees are:

- New Years day
- Good Friday,
- Easter Monday
- May day
- Spring Holiday Monday
- Late Summer Holiday Monday
- Christmas Day,
- Boxing Day
- Plus 3 discretionary days (4 days when Christmas day falls on either a Tuesday or Thursday) to enable a closedown

## Grading

The grade of each role is determined in accordance with the Group's job evaluation scheme. Employees who are appointed to a scaled salary will increment annually until they reach the top of the salary scale.

## Sick Pay

Employees are entitled to receive sick pay for the following periods:

- During Probation period:
  - SSP only
- During 1st year of continuous service upon successful completion of Probation Period:
  - One month's full pay and two months' half pay
- During 2nd year of continuous service:
  - Two months' full pay and two months' half pay
- During 3rd year of continuous service:
  - Four months' full pay and four months' half pay
- During 4th and 5th years:
  - Five months' full pay and five months' half pay
- After 5 years continuous service:
  - Six months' full pay and six months' half pay

## Pay Arrangements

All employees are paid monthly - 27th of the month

## Subsidies

A subsidised restaurant is available for use by all Group employees. Free tea & coffee is provided to all employees on site.

## Life Assurance

Life Assurance - Automatic membership of a non-contributory Group Life Assurance Scheme whereby employees receive an amount equal to twice annual earnings in the event of death in service.

## Private Health Care

Membership to a subsidised private health care insurance with BUPA is available. A competitive rate is negotiated and employees and their families are eligible to join the scheme. The Group will pay 50% of the premium for Group employees who elect to join the scheme.

Similarly, a subsidised private dental plan is also available to employees and their families.

## Essential Car User Allowance

This means that you must have a car available at work at all times to use on Group business. The allowance is paid in twelve monthly instalments and is based on the engine size of your car. Mileage is reimbursed at the appropriate essential car user rate.

## Flexible Benefits

- Employees can choose to buy or sell up to 5 days leave.
- The Group will pay your annual fee in respect of membership to one professional institute.
- Employees can join various healthcare schemes at a subsidised rate.
- Employees have access to Just Credit and Fairshare
- Employees can receive a training allowance of £100 for a course unrelated to their role at the Group
- Employees can take up to two day paid leave per year (in addition to their annual leave) for volunteer activities.

## Flexible Working Arrangements

From 6th April 2024, employees will have the right to make two requests for flexible working from “day one” of their employment

## Notice Period

The contractual notice period for this role will be one month. These are exceeded where statutory entitlements are greater than the contractual.

## Pension Scheme

Employees are eligible to join Wrekin's defined contribution pension scheme subject to the rules of such pension scheme from time to time in force. The company reserves the right to review, amend or remove the schemes at any time in the future.

Further details on the scheme can be obtained from [smarpension.co.uk](http://smarpension.co.uk).

The pension schemes may be terminated or amended at any time in accordance with the organisations deed and rules that govern it and these are separate from the employment contract.

If, after three months of employment you do not elect membership of Wrekin's pension scheme, you will be automatically enrolled into the NEST pension scheme so Wrekin meets its employer duties under pension provision. As from 1st November 2013 auto-enrolment into the NEST pension scheme has been enforceable. Once enrolled, it is up to the employee to instigate opting out of the scheme should they choose to. Full details of the scheme is available from [nestpensions.org.uk](http://nestpensions.org.uk).

## Maternity

Eligible to 52 weeks maternity leave; following 26 weeks employment employees will receive paid leave of 39 weeks, 18 weeks at full pay and 21 weeks SMP only.

## Paternity

Two weeks leave on full pay.

Employees can take Shared Parental leave as part sharing the overall maternity leave provisions with the same provision above.

## Adoption Leave

Eligible to all employees, up to 52 weeks adoption leave; following 26 weeks employment employees will receive paid leave of 39 weeks, 18 weeks full pay and 21 weeks SMP only.

## HOW TO APPLY

The recruitment and selection of employees is essential to the continued success of the Company. Ensuring that right from the start, employees with the right attitude and skills who will be committed to the Company are recruited is paramount. Our recruitment and selection process is compliant with employment legislation and upholds our commitment to equality, diversity transparency and fairness of all applicants, each application will be reviewed and scored in line with adequate shortlisting criteria for each vacancy.

We aspire to achieve a diverse workforce to reflect the diverse community that we serve, ensuring that we provide a quality service, responsive to the needs of our customers. We ensure that recruitment and selection procedures are conducted on an equitable basis so that all potential employees are recruited on the basis of merit and ability whilst being treated fairly. The Group has been accredited as a Disability Confident Employer which recognises our commitment to good practice in employing people who have a disability.

[www.wrekin.com/jobs/section/equal-opportunities-policy](http://www.wrekin.com/jobs/section/equal-opportunities-policy)

We have produced these guidance notes to assist you in applying for a job with The Wrekin Housing Group. They offer practical advice and tips for completing your application. To be considered for an interview it is vital you complete this application carefully and comprehensively. If you do not do this it is unlikely that you will be selected for an interview.


Please ensure that you use the relevant Job Description and Person Specification, as a guideline when completing the application form, these documents will tell you what we are looking for from the ideal candidate.

Relate your skills, knowledge and experiences to the responsibilities specifically mentioned evidence this by using examples of how you have demonstrated those skills and what you have learned from your experiences. Address each point in the job specification, give clear explanations.

Your application is a representation of you as a person and what skills, knowledge and experience you can offer to our Organisation, we want to know all about what you have to offer, so please don't hold back.

Ensure you plan to complete and review your application details prior to submitting, it is a common error to rush through the application before the given deadline, read through the sections on the application form before you start to complete the details.

Please remember, before submitting your application form to check the form for any mistakes or omissions and make sure the on-line application form is completed and submitted before the closing date.



If you are unable to complete the on-line application form then please call our People Services Team on 01952 217099 and an application pack can be sent to you.

Please note for this role we are not accepting CVs as we want to compare applicants using the same format.