**Sutton Mencap**

**Conditions of employment and appointment procedure**

**1. Job Title**

 Assistant Services Manager – Children and Young People

1. **Salary**

£28,896 pro-rata, plus 6% pension contribution after 3 months.

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1. **Hours of Work**

21 hours per week. The job will include some evening and weekend work for which time off in lieu will be given.

1. **Holiday Entitlement**

30 days plus statutory and bank holidays, pro-rata

1. **Place of Work**

Sutton Mencap, 8 Stanley Park Road, Wallington SM6 0EU

**7. Pension Scheme**

The post holder will be encouraged to join the Employer’s pension scheme. The employer’s contribution will be 6% of the salary. An alternative scheme would be considered.

**8. Transport**

Should the person appointed have a vehicle and be prepared to use it in the course of their work a “Casual User” mileage allowance based on Inland Revenue rates will be paid. Travel costs incurred in carrying out duties attached to this post will be reimbursed.

**9. Union Membership**

The post holder has the right to belong to a Trade Union of her/ his choice.

**10. Accountability and line management**

The post holder will be line-managed by the Children’s Services Manager.

**11. Appointment Procedure**

The closing date for receipt of applications is 5.00pm on Monday 12th November 2018.

Interviews are due to be held on Monday 19th November. Applicants who are invited for interview will be notified by telephone and/ or e-mail by Friday 16th November.