



EMPLOYMENT INFORMATION

Post	Management Trainee (Repairs Manager - Property Department)
Employer	Berwickshire Housing Association Ltd (BHA)
Location	The role is based at our Head Office in Duns in the Scottish Borders however due to Scottish Government guidance in relation to Covid-19 we are currently working from home but we have in place a blended approach to working from the Hub; Home and Roam which forms part of our move to more Agile Working which is currently in the process of being implemented.
Salary	Negotiable dependent upon experience with 6 monthly increments during the 2 year structured training programme.
Hours of Work	35 hours per week
Holidays	Based on 20 days per annum rising to 25 days after completion of 2 year training programme and then rise to 30 days after 5 years' service. Leave year is from 1 April to 31 March. (In addition there are 12 public/local holidays per annum).
Sick Pay	During 1st year of service – Up to 1 month's full pay and (after completing 4 months' service) up to 2 months' half pay During 2nd year of service – Up to 2 months' full pay and up to 2 months' half pay During 3rd year of service - Up to 4 months' full pay and up to 4 months' half pay During 4th and 5th years of service – Up to 5 months' full pay and up to 5 months' half service pay After 5 years' service – Up to 6 months' full pay and up to 6 months' half pay
Car User Allowance	Essential car user allowance is available for this post - £1,800 per annum
Working Terms	<p>BHA is part of a group of organisations and from time to time the requirement for cross company working may arise in one of the subsidiary companies, commensurate with the post and business development requirements of the Association.</p> <p>The post holder is required to abide by the terms and conditions of the post in particular with respect of Risk Management, Equal Opportunities and Health and Safety practice. These are detailed in the Terms and Conditions of Employment and the staff handbook.</p> <p>At all times the employee will be expected to promote the work of the company and Association in line with the aims, objectives and values of the group organisation.</p>
Smoking at Work	Your place of work is designated non-smoking.
Period of Notice	2 months



Qualifications	A copy of qualification certificates must be given to the HR Manager on receipt of a job offer.
Pension Scheme	Auto Enrolment/A Pension Scheme operated by the Pensions Trust with an employer contribution up to a maximum of 9%.
Other Benefits	<ul style="list-style-type: none">• Professional membership fees will be paid annually by the employer if applicable.• The Association encourage the Personal Development of employees through training.• Westfield Health Care Plan.