



## EMPLOYMENT INFORMATION

<b>Post</b>	Tenancy Sustainability Manager
<b>Employer</b>	Berwickshire Housing Association Ltd (BHA)
<b>Location</b>	The role is based at our Head Office in Duns in the Scottish Borders however we have an Agile Working Policy in place which allows flexible working from home or office.
<b>Salary</b>	£36,771 (pay award pending)
<b>Hours of Work</b>	35 hours per week
<b>Holidays</b>	25 days per annum. Leave year is from 1 April to 31 March. In addition, there are 12 public/local holidays per annum.
<b>Sick Pay</b>	<p>During 1st year of service – Up to 1 month's full pay and (after completing 4 months' service) up to 2 months' half pay</p> <p>During 2nd year of service – Up to 2 months' full pay and up to 2 months' half pay</p> <p>During 3rd year of service - Up to 4 months' full pay and up to 4 months' half pay</p> <p>During 4th and 5th years of service – Up to 5 months' full pay and up to 5 months' half service pay</p> <p>After 5 years' service – Up to 6 months' full pay and up to 6 months' half pay</p>
<b>Car User Allowance</b>	This post is eligible for Essential Car user Allowance of £1400 per annum.
<b>Working Terms</b>	<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 organisation.</p>
<b>Smoking at Work</b>	Your place of work is designated non-smoking.



<b>Period of Notice</b>	1 month
<b>Qualifications</b>	A copy of qualification certificates must be given to the People & Culture Lead on receipt of a job offer.
<b>Pension Scheme</b>	Auto Enrolment/A Pension Scheme operated by the Pensions Trust with an employer contribution up to a maximum of 9%.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Professional membership fees will be paid annually by the employer if applicable.</li><li>• The Association encourage the Personal Development of employees through training.</li><li>• Perkbox.</li><li>• Westfield Health Care Plan.</li><li>• Westfield Rewards.</li><li>• Agile working.</li><li>• Corporate volunteering opportunities.</li></ul>