



## EMPLOYMENT INFORMATION

<b>Post</b>	BeFriend Service Worker (Part-time, Fixed-term to May 2027)
<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>	£19,280 (FTE £26,993)
<b>Hours of Work</b>	25 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. (All leave is pro-rated for part-time colleagues).
<b>Sick Pay</b>	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
<b>Car User Allowance</b>	This post is not eligible for car user allowance.
<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 BHA employee handbook.</p> <p>At all times the employee will be expected to promote the work of BeFriend and BHA 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>• Bright Exchange discount platform.</li><li>• Westfield Health Care Plan.</li><li>• Westfield Rewards.</li><li>• Agile working.</li><li>• Corporate volunteering opportunities.</li></ul>