

Terms and Conditions of Employment for Administrator of Reconciliation Initiatives

1. You, [name], began employment with Reconciliation Initiatives on [date] 2023.
2. You are employed as the Administrator of Reconciliation Initiatives (RI). Your employment is permanent, subject to general rights of termination under the law. You will serve a four-month probationary period, and your appointment will be confirmed upon satisfactory completion of the probationary period, following a review by the Executive Director; or may be extended if deemed appropriate. Your current job description is attached.
3. RI does not now have its own office space, and you will therefore be expected to work from home, and to provide your own desk and office space; or, alternatively, to work from an appropriate shared workspace, approved by the Executive Director, and for which RI will cover the cost. You will also need to travel for monthly in-person meetings with the Executive Director, for which travel expenses will be covered. Expenses for any needed new office equipment will be covered, within an agreed budget.
4. Your hours of work are 18.75 hours per week (0.5 of full-time). Your hours will usually be worked Monday to Friday, on at least three days of the week. Time off in lieu will usually be possible, with adequate prior notice. In any event, the hours worked should not exceed the European Working Time Directive of 48 hours average over a 17-week period, *pro rata*, i.e. an average of 24 hours (0.5 time).
5. Your normal working hours will be expected to occur between 9:00 a.m. and 5:30 p.m. and you are expected to take a minimum of half an hour for a lunch break. You will be able to work flexible hours, as negotiated with the Executive Director; and, where you work above your contracted hours, to take time off in lieu, in accordance with RI's staff policy.
6. Assuming at least five years relevant work experience, your pay will be £26,000 per annum, *pro rata*, i.e. £13,000 per year at 0.5 time. This will be reviewed from time to time, as RI's activities develop. There will usually be an annual cost-of-living increase, taking account of inflation, subject to the approval of the RI Trustees. In addition, there is a home-working allowance available, of £6 per week (set by HMRC), to help cover the costs of working from home.
7. You will be paid by standing order into your bank account on the last day of each month, in arrears. As part of your role, you will administer and calculate salary payments for yourself and other RI staff, using appropriate software.
8. The Trustees have established an auto-enrolment pension scheme with NEST. RI will match employee contributions up to 5% of your salary, and premiums will be deducted from your salary and paid directly to the pension providers, with the employer contribution paid in by RI. The retirement age will be whatever the statutory pensionable age is at the time of the postholder approaching retirement age. Consideration will be given to any request to stay in post beyond that age. Please refer to the RI Employee Handbook for more information, including about opting out of the pension scheme.
9. Your holiday entitlement is 25 working days *pro rata*, i.e. 12.5 days for 0.5 time, in addition to all Public Holidays in England, usually 8 days over the course of the year. Holiday entitlement will increase with years of service as follows:

During the first to third years	25 days <i>pro rata</i>
From the fourth year onwards	28 days <i>pro rata</i>
10. In case of incapacity to work due to sickness, you are required to inform the Executive Director that you will be absent from work; self-certification will be required. After seven days continuous sickness you are required to obtain a medical certificate from a General Practitioner. In the case

of long-term absence or sickness, or frequent short-term absences or sickness, the Executive Director or RI Trustees can require an occupational health assessment to establish if and when you can return to work, either on contracted hours or on a phased basis where appropriate, and to propose any adjustments that may be required.

11. The statutory minimum maternity and paternity leave will be available, in accordance with RI's relevant employment policies set out in the Employee Handbook.
12. In the event of personal or family emergencies, such as the death of a close relative, for example a parent, partner or child, RI Trustees' practice is to offer one week's leave of absence on full pay as compassionate leave; and thereafter, for you to take annual leave or unpaid leave as approved by the Executive Director.
13. After completion of your probationary period, the amount of notice of termination of employment to be given by either side is three months. During your probationary period, the amount of notice of termination of employment by either side is two weeks.
14. As an employee you are accountable to the Trustees of RI, which is your legal employer, and your line manager will be the Executive Director of RI.
15. The disciplinary rules which apply to RI staff are set out in RI's Employee Handbook, and you should therefore familiarise yourself with these.
16. If you have a grievance about your employment, you should follow the procedures set out in RI's Employee Handbook.
17. RI has adopted the Diocese of Coventry's safeguarding policy as its own, and is committed to maintaining a safe environment for its employees and those it works with. RI also supports equal opportunities and will seek to comply with essential equality and disability legislation in force in England.
18. This contract should be read alongside other staff policies and procedures, including a health and safety policy, which can be found in RI's Employee Handbook. You should therefore familiarise yourself with the contents of that handbook.

Signed for the Trustees _____

Trustee Name _____

Signed by the Employee _____

Date _____

Document date: 9 January 2023