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##### Terms and Conditions

**Supportline Lead**

###### Contract: This role is permanent. There will be a 3 month probationary period.

**Location:** This role is based in our office in Chester city centre, with the majority of hours requiring presence in the office. Some elements of the role may be completed flexibly and through home-working, as needed through mutual arrangement.

###### Salary: £23,077 – 25,989 Payscale pt 12 – 18, pro-rata, as shown in the job description. Any review of salary levels is at the discretion of the Board of Trustees.

**Hours of work:** 8 hours per week. 5 hours to be worked on Monday and Wed evenings, 3 hours as needed through the week.

**Annual Leave:** Full-time annual leave entitlement for this role is 25 days per annum. Additionally, 8 Bank Holidays are granted each year. Pro rata entitlements are applicable for those working part time hours.

**Notice to terminate:** This appointment is subject to two months’ notice either side or

the statutory minimum, whichever is the greater.

**Asylum and Immigration Act:** Successful applicants will be asked to confirm, in

advance of taking up the appointment, that they are eligible to work in the

United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their NI number or provide copies of Tax Forms P45 or P60, or other evidence of their entitlement to work.

**DBS:** This post requires the post holder to be subject to an enhanced DBS check and this will be completed prior to commencement of duties

###### Application and Interview process

To arrange an informal discussion about the role please contact Suzanne Knight (Core Service Manager) on suzanne@csass.org.uk or via 01244 307 499.

Completed applications should be returned **by email only** to: suzanne@csass.org.uk

We will shortlist by checking evidence of the suitability of candidates against firstly, the essential criteria and secondly, the desirable criteria in the person specification.

**Interviews**

We intend to hold interviews on Thursday 12th May 2022, in Chester City Centre. Applicants successful at the shortlisting stage will be contacted by email.

**Please note that the closing date is 9.00 am Tuesday 10th May 2022.**