

POST: Community & Development Project Officer

INFORMATION FOR APPLICANTS

Salary

The salary for this post is £33,409 to £36,523 (EVH Salary Scale PA 17 – PA19). An essential car user allowance is also applicable, currently £1,642 per annum).

Pension

The Pension Trust Scheme is available to join, with employers 8.5% contribution.

Hours of Work

35 hours per week, Monday to Friday. Standard working hours are 9am – 5pm.

Equal Opportunities

CHT will not discriminate on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any other factor irrelevant to achieving successfully and performing our jobs.

CHT's recruitment decisions will be based completely on the merits and abilities of candidates in line with those set out in the job description and person specification and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process

Pre – employment checks

Any offer of employment will be subject to two satisfactory references (one of which must be your current or most recent employer) and proof of eligibility to work in the UK.

Training

Training will be provided where necessary.

Place of Work

Moray House, Inverness with any alternative places of work to be agreed.

Duration of Post

This is a permanent post, with the opportunity for progression and role expansion.

Probation Period

This employment is subject to a probationary period of six months.

Annual Leave entitlement

The annual leave entitlement is 40 days per annum (inclusive of public holidays).

