

## **ACTIVITY GROUPS COORDINATOR:**

### **Sample Conditions of Service**

The following is a summary of the main terms and conditions of service. Full term and conditions of service will be issued on appointment.

The salary is £20,803. Precise starting salary may be dependent on experience, training and qualifications. Salary is paid monthly in arrears by direct credit transfer.

The place of work is the Student Union which will normally be at University of Winchester which includes West Downs Student Village. Work at off-site locations might occasionally be required.

The hours of work for this position are based on an average of 37.5 hours per week, however the post holder might be expected to work in excess of this during semester-time, with scope for recouping hours during less busy periods. The hours may include some weekends, split shifts and late nights.

The post is offered on a permanent contract and is subject to a 3 month probationary period.

The annual leave year runs August 1<sup>st</sup> to July 31<sup>st</sup>. Holiday entitlement is 28 days per annum.

Holiday for this role is dictated by the organisational needs. Therefore, it is anticipated that your leave entitlement should normally be taken during the Christmas, Easter and Summer vacations. In addition to the above holiday the post holder will also receive a further 5 discretionary days paid leave over the Christmas and New Year period.

There is an occupational pension scheme available, following successful completion of the probationary period. It is a contracted out joint contribution scheme, to which at present the employer contributes 4% of salary (employee contribution variable but at a minimum of 4%).

The Activity Groups Coordinator reports to the Student Engagement Manager and is always expected to adhere to this line management structure.

Uniform may be provided and should be worn whilst at work if issued. A [dress code](#) applies.