



## **Youth Engagement / Centre Manager**

### **Outline terms and conditions of employment**

Place of work	Based at our Foyle Office, at 20 Strand Road, Orlan House, BT48 7AB, but will require travel to events and meetings in other places, including our Belfast Office. This job will require occasional overnight stays. Exceptionally, this may be outside Northern Ireland, for no more than a few days.
Employment period	This post is currently funded for four years by the National Lottery Community Fund, with the intention to continue the post by seeking funding opportunities.
Hours of work	Full time: 35 hours per week. It is anticipated that the majority of work will take place within normal office hours: 9am to 5pm Monday to Friday, but some evening and weekend working will be required, with time off in lieu. Overtime is not expected, and overtime payments are not payable.
Salary	The annual salary is £31,023. Salary increases are at the discretion of the Board and are dependent on the financial circumstances of the organisation. Salary is paid monthly in arrears, on 25th of the month.
Annual leave	The leave entitlement is 36 days per year which includes 11 days public holiday entitlement – rising to 41 days based on length of service after five years. The leave year runs from 1st April to 31st March.
Probationary and notice periods	The post is subject to a six-month probationary period. During this period, you are entitled to receive, and are required to give, at least 2 weeks' notice of termination, which must be in writing. After successful completion of the probationary period, you are entitled to receive, and are required to give, at least one month's notice in writing of termination.
Pension	The Rainbow Project will contribute a sum equal to 3% of your salary to a pension scheme with the Rainbow Project's group provider, or with another provider of your choice. The employee contribution is 5%.

Sick Pay During the probationary period, sick pay will be at the Director's discretion. After successful completion of the probationary period, full salary will be payable for the first 4 weeks of sickness absence, and half salary for a further 8 weeks, in any 12-month period. Statutory Sick Pay may be payable, in accordance with the statutory rules.