



Principal Statement of Terms and Conditions

1. Job title:

Churches Together Facilitator

2. Employer:

Greater Manchester Churches Together (GMCT)

3. Employee:

4. Accountability:

To the vice-Chair, for the time, of the SDG (Strategic Development Group) of GMCT (your line manager).

5. Job Status:

The job is a permanent position as understood under European and UK law but is dependent on continued funding

6. Duties

Which this job entails are set out in the job description attached to this statement. The job description may from time to time be amended by the employer and in addition to the duties set out the employee may be required to undertake additional or other duties as may be necessary, from time to time.

7. Review of Appointment:

The Facilitator is required to co-operate fully with any review, evaluation or appraisal which is commissioned by GMCT.

8. Termination of Employment

You will have a probationary period of three months from the date of the commencement of your employment. During this probationary period your employment may be terminated by either the employer or yourself by giving one weeks' written notice or pay in lieu of notice. The probationary period may be extended if you are absent during the probationary period or if your performance is not satisfactory. Once the appointment is confirmed you will need to give one month's written notice to terminate this contract.

9. Pay

Your basic gross salary will be £18,000 per annum, subject to annual review. It will be paid monthly before the end of each month (net of statutory and agreed deductions).

10. Holidays

Five weeks per year plus public holidays (pro rata) to be taken after consultation with the line manager

11. Travel

Use of own car travel costs will be reimbursed at the Churches Together in England rate (currently 45p per mile up to 10,000 miles, 25p per mile thereafter). Use of public transport and car sharing when appropriate is expected. Legitimate expenses incurred in the performance of duties will be reimbursed in full up to a previously agreed limit.

If using a private car, the employee must ensure that it is insured against third party claims arising from business use.

12. Pension

GMCT will make a contribution of 5% into a stakeholder pension scheme.

13. Expenses Review

Expenses will be reviewed annually.

14. Place of Work

No office space will be provided and the Facilitator will provide his/her own office space or work from home.

15. Hours of Work

The hours are 17.5 hours per week. The employee may be required to work in the evenings and at weekends. The employer will give the employee as much notice as is reasonably possible if extra hours are required. The employee will normally be given time off in lieu, with the prior agreement of the manager in respect of any additional hours worked.

16. Sickness Absence

Periods of certified absence are paid in accordance with statutory legislation. All sickness absence of up to one week must be supported by DSS SC1 form. Absence for more than 7 days needs a Doctor’s medical certificate.

17. Other Statutory Pay (SMP, SPP,ASPP, SAP and ShPP)

This will be paid according to legislation in force at the time.

18. Grievance Procedure

In the case of a grievance arising out of the employment of the Churches Together Facilitator, this should be made known to the line manager who will endeavour to resolve it. If satisfaction is not received, the grievance may be referred in writing to the SDG who will try to resolve it. If the matter cannot be resolved, it will be brought to a group appointed by the Church Leaders, whose decisions will be final.

19. Disciplinary Procedure

It may become necessary to take action towards individuals whose behaviour and performance is unacceptable. If disciplinary action is intended by the GMCT, notice will be given of all the particulars of the complaint, with any evidence in support of the complaint. The post-holder will be given every reasonable opportunity to answer the complaint and will be encouraged to respond, on the understanding that failure to do so within a reasonable time may result in further disciplinary action and ultimately the termination of employment.

20. Collective agreement

The terms and conditions are not governed by a collective agreement.

21. Agreement

I have read and understood these terms and conditions, and accept the appointment on the terms stated.

Signed:Dated:

For GMCT

Signed:.....Dated:
Line Manager