Employer Link Group Limited

Reports to: Group Communities Director

Location: Falkirk with travel as required round Link’s services and offices

Hours: 35 hours per week (Monday – Friday) with flexibility

Flexibility: Voluntary hybrid working arrangement

FTE Salary: Range from £92,664 - £112,651pa gross based on skills & experience

Progression: Annual inflation-related pay award

Performance related pay (consolidated)

Performance related pay bonus (non-consolidated) subject to financial and budget affordability

Allowances: Car allowance £6,000 pa gross

Relocation allowance up to £8,000 subject to T&C’s

Pension: Aegon Master Trust Defined Contribution Pension Scheme

Salary exchange or net pension contribution deductions

Matched pension contributions summarised in the table below

|  |  |  |  |
| --- | --- | --- | --- |
| Link Group Pension Scheme | Employer Contribution | Employee Contribution | Total Contribution |
| Tier 1 | 5% | 3% | 8% |
| Tier 2 | 6% | 4% | 10% |
| Tier 3 | 7% | 5% | 12% |
| Tier 4 | 8% | 6% | 14% |
| Tier 5  | 9% | 7% | 16% |

Additional voluntary contributions

Holidays: 40 days’ holiday per year (inclusive of public holidays) pro rata

Recognised public holidays include: New Years Day & 2 January, Good Friday & Easter Monday, Christmas & Boxing Day

Benefits: Funded Life assurance scheme

Funded Healthcare Cash Plan

Opportunity to buy and sell holiday days

Funded professional membership e.g. CIH, CIMA

Access to an Electric vehicle leasing scheme

Employee Assistance Program

Annual Flu Vaccination

Up to £500 tax-free pensions advice allowance for employees within 5 years of pension retirement eligibility

Access to a savings and borrowing scheme

Cycle to work scheme

Travel season/travel ticket loan

Conditional employment offers are subject to:

* + Identity check
	+ Driving license validation (or alternative transport arrangements) to meet business travel requirements of the role
	+ 6 months probationary period with a further review and extension if necessary for an additional 6 months. During this probationary period, the post holder performance and suitability for continued employment will be monitored.
	+ Pre-employment health questionnaire
	+ Disclosure Scotland Level 1 Disclosure Check
	+ References