

TERMS AND CONDITIONS

Mental Health & Wellbeing Officer

Line Manager:	Head of Safeguarding and Wellbeing
Probationary Period	3 months
Notice Period:	0 - 3 months - 1 week 3 - 12 months - 2 weeks 1 - 4 years - 4 weeks Thereafter 1 week per year up to a maximum of 12 weeks after 12 years.
Hours:	<p>You will be required to work no less than an average of 33½* hours weekly. *Part time hours will be considered. In this case all terms and conditions will be pro-rata.</p> <p>For your information, Reform Judaism's usual office hours are from 9:30am to 5:30pm on Monday to Thursday of each week and 9:30am to 3:00pm on Fridays (beginning the 1st of November to the last day of February) and 9:30am to 4:00pm on Fridays (from the 1st of March to the 31st of October) Full-time therefore comprises 33½ hours per week. These timings exclude an hour for lunch.</p> <p>In the event that you are required to work outside your normal hours, no over time payment will be made, but you will be permitted to take reasonable time of in lieu, with prior agreement from your line manager.</p>
Location:	The Sternberg Centre, 80 East End Road, Finchley, N3 2SY and from time to time other locations within the UK to attend events and run programmes. During the current Covid-19 pandemic, the majority staff are working from home. However there still may be occasions where you are required to attend in person.
Salary:	c£26,000 p.a. - £28,0000 (according to skills and relevant qualifications and experience)
Pension:	<p>RJ complies with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. RJ will contribute 5% to the Sternberg Centre Pension Scheme from commencement of employment. You will be required to contribute 3%.</p> <p>Upon completion of 2 years' service RJ will contribute up to a maximum of 7% employee contributions.</p>

Expenses: You will be reimbursed for reasonable out of pocket expenses incurred in the proper performance of your duties. The details of the expenses policy are set out in the Staff Handbook.

Holidays: 4 working week's holiday per calendar year pro-rata at times to be arranged with the line manager. Holiday entitlement accrues from the first day of employment. In addition to all statutory public holidays you will be entitled to all Jewish holidays as observed by the Reform Movement, plus one day for your birthday. Holiday entitlement increases by one day per year annually for the first two years and increases to 25 days upon completion of three years' service.

Employee Assistance Programme: Reform Judaism subscribes to an Employee Assistance Programme with WorkPlace Options on behalf of all of its employees.

Sickness or Injury: There is no entitlement to paid sick leave for the first three months of employment. A detailed schedule of entitlement to sickness payment is included in your Statement of Particulars.

Health Care Scheme: Reform Judaism operates an optional contributory health care scheme with BUPA. It may be extended to include partners and offspring. Further details are available from the Director of Human Resources.

Training: You will, in consultation with your line manager, endeavour to develop yourself through personal learning and training courses. You will be offered an annual appraisal and development interview.

Contract: You will receive a written Statement of Particulars on your first day or before you commence work. Included in these terms will be details of grievance and disciplinary procedures. For the avoidance of doubt in the case of discrepancies between this document and the Statement of Particulars, the later takes precedence.

Staff Handbook & Policies: You will have access to our staff handbook and other policies via BreatheHR upon commencement. Our policies include issues (but not limited to) health & safety, code of conduct, bullying & sexual harassment, grievance and disciplinary procedures and other personnel policies. Our handbook outlines procedures followed by Reform Judaism. Whilst you are required to familiarise yourself with these documents, they do not form part of your contract.

As part of our safer recruitment policy, all positions are subject

Safer Recruitment

to the receipt of two references that we consider to be satisfactory.

Reform Judaism adheres to the Safeguarding Vulnerable Groups Act 2006. This role involves working with children and therefore requires that you to declare on your application form, any criminal convictions (including cautions) regardless of whether or not they would be considered spent in other circumstances.

We will also require submission to the Disclosure and Barring Service (DBS). Reform Judaism will pay for this clearance and provide access to our on line portal. This clearance will be updated every three years.

Application Process

Via Reform Judaism's application form only.

Verification of Qualifications

You may be required to provide proof of qualifications

The Reform Movement strives to be an equal opportunities employer.