



Digital Director - Summary Terms, Conditions & Benefits

Hours Worked

Your hours of work will be 36 hours per week. Our normal office hours are 9-5 Monday to Friday

We can facilitate a variety of flexible and agile working arrangements such as flexible working hours, compressed hours, remote working, etc.

Salary

The salary for this role is £96,374 per annum.

Method of Payment

Payment of your salary is in equal monthly instalments in arrears, by bank transfer, no later than the last Friday of each month.

Location

Your operational base will be our Head Office, Saltire Centre, Glenrothes.

Relocation assistance

If you need to relocate to the local area to take up this role, you may be eligible for financial support to assist with relocation expenses.

Car user

The salary for this role includes a car user allowance. As the post is designated a business car user, a current, full driving licence, the use of a car for work and business use insurance cover is required. Payment for business mileage incurred is 45 pence per mile (this will be reviewed on a regular basis).

The role also qualifies for our low-interest car loan scheme in which you can borrow up to £30,000 over up to 5 years to buy a car for work use. Interest on the loan will be calculated as the base Bank of England interest rate at the time the loan is agreed plus a margin of 0.75%. The additional 0.75% will be waived if the loan is to purchase a vehicle which is exempt from Road Fund Licence due to low CO2 emissions.

Private Health Care

You will be eligible for annual private health checks and private health insurance paid for by Kingdom.

Probationary Period

Your first 3 months will be a probationary period.

We may extend the probationary period if there are any concerns regarding your performance, attendance or conduct. We may end your employment during the probationary period where we believe your performance, attendance or conduct is unsatisfactory.

Pension

We are a member of the Scottish Housing Associations Defined Contribution Pension Scheme. The employee contribution rate is 4% and the employer contribution rate is 10% with the option to increase your employee contributions.

For employees not in our Defined Contribution Scheme, auto enrolment pension provision is applicable subject to eligibility criteria. You can find out more about workplace pensions and the benefits of staying enrolled by visiting www.gov.uk/workplacepensions.

Annual Leave

The annual leave year is from 1 April to 31 March. Your full leave entitlement (based on a 5 day working week) will be 37 days, comprising 33 annual leave days and 4 public holidays.

Your annual leave entitlement will increase by 2 additional days after 5 years service and a further 2 days after 10 years service.

There are no enhanced payments made for work on a public holiday other than the two designated public holidays at Christmas and New Year.

For a part year, you will be given a proportion of the full year's entitlement based on the number of complete months worked in the year.

Offer of Employment is subject to:

- Satisfactory references (one should be from your present/ most recent employer). We do not normally accept references from relatives or friends and we reserve the right to request more than two references.
- Producing documentary evidence under the requirements of the Immigration, Asylum and Nationality Act 2006, to verify that you are eligible to work in the United Kingdom.
- A satisfactory Basic Police Act Disclosure Check.
- Confirmation that you have no conflict of interest in accordance with our Entitlements, Payments and Benefits Policy.
- Verification of qualifications/memberships you have stated in your application which are relevant to the post.
- Verification that you hold a current full UK driving licence, possess a valid MOT certificate (where applicable) and have Business Insurance cover.

This information is provided for general guidance only and is not intended to be contractual.