**DISABLED PERSONS HOUSING SERVICE (FIFE)**

**SUMMARY OF CONDITIONS OF SERVICE**

Job Title: SDS Community Co-ordinator (part time 17.5 hours/week)

 Post is subject to a satisfactory PVG disclosure.

Salary Scale: National SJC Salary Scale Point 36 - 46

£19766-£22825 (Full time@34 hour) (pro-rata)

Hours of Work: 17.5 hours per week

 To be worked 2.5 days/week to suit needs of service

 Funded up to March 2021

Leave Entitlement: 39 days inclusive of statutory/closure days which are listed annually

Place of Work: DPHS(Fife), West Shop, Law’s Close, 339 High Street, Kirkcaldy, KY1 1JN

Area of Work Fife occasional visits across Scotland

Notice Period: 1 month

Probationary Period: From start date to 31 March 2019. Subject to ongoing annual review for duration of funded contract.

Salary Payment: By bank transfer on 15th of month

Pension Arrangements: Auto enrolment. If pension in place, contribution will be discussed.

Car Allowance: Mileage is paid at 45p/mile

No Smoking Policy There is a no smoking policy on premises

***The role is dependent on continued support by the funder Scottish Government/Support In The Right Direction and is subject to successful achievement of targets and outcomes.***