



## **Terms and conditions of employment**

<b>Position:</b>	Quality Assurance Officer
<b>Closing date:</b>	Friday 20 October 2017 at 12 noon
<b>Salary range:</b>	£26,000 per annum pro rata (based on a 35 hour working week)
<b>Hours of work:</b>	20 hours per week
<b>Place of work:</b>	Head Office Scotland, Edinburgh
<b>Probationary period:</b>	Six months
<b>PVG Registration:</b>	The successful applicant will be required to register with the Protection of Vulnerable Groups scheme. This will include a cost of £41 to be paid by the applicant, which will be deducted from the first monthly salary payment.
<b>Annual leave:</b>	22 days per annum pro rata. The holiday year runs from 1 April to 31 March. In addition to this leave you are entitled to statutory bank holidays.
<b>Sickness:</b>	Sick pay will be paid according to the sick pay scheme
<b>Pension:</b>	Pension will be paid according to the pension scheme
<b>Development:</b>	Autism Initiatives is committed to the training and development of all employees. We will support you through regular supervision and personal development plans.
<b>Equal Opportunities:</b>	Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community. All applicants that have a disability and meet the minimum criteria will be interviewed.
<b>Disability Symbol</b>	The Disability Symbol is given by Jobcentre Plus to employers based in Great Britain who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees, a commitment of Autism Initiatives.

