

EVENTS AND COMMUNICATIONS CO-ORDINATOR

TERMS & CONDITIONS

Base:	Whirlow Spirituality Centre at the Chapel of the Holy Spirit, Whirlow Grange Close, Sheffield S11 9SY
Employer:	The PCC of All Saints Ecclesall
Salary:	£15.75 per hour
Hours:	15 hours per week
Working Days;	Flexible but preferably over at 3 - 4 days, to include Tuesdays
Holiday:	22 days + 8 Bank Holidays (9 in 2022) for full time, pro rate for part time staff
Start Date:	ASAP
Contract:	Permanent
Pension:	Enrolment in Pension Builder Scheme of Church Workers Pension Fund (a defined benefit scheme). Employer contribution 8.5%. No employee contributions required.
Notice period:	1 month in with first year of service, 3 months notice thereafter
Review:	The post will be subject to a probationary period of six months
Conduct:	The post-holder is expected to maintain high standards of personal and professional conduct including transparent handling of the monies within the life of Whirlow Spirituality Centre.