

## Notes on Conditions of Service

### **Place of Work**

The place of work will be College Development Network's premises in Stirling. The postholder will be required to undertake some duties at other locations in Scotland and occasional duties elsewhere in the UK.

### **Contract/Hours of Work**

The post will be offered on a part-time basis under a contract of employment. Normal working hours are 35 hours per week between the hours of 8.00am and 6.00pm, Monday to Friday. Notwithstanding these normal hours of work, the postholder will be expected to devote to the post the hours necessary to discharge the duties.

### **Salary/Annual Leave Entitlement**

A competitive salary will be offered.

The annual leave for full time employees is 41 days annual leave (30 flexible days and 11 public days). A pro-rata entitlement will require to be made for the appropriate part year period from your start date to the end of the current leave year. Annual leave is pro-rated for part-time employees.

### **Superannuation Scheme**

The postholder will be eligible to join the Aegon Pension scheme.

*Note: access to a pension is based on the applicable scheme rules.*

### **Exclusivity of Service**

You are not permitted to engage in other employment while employed by CDN or on secondment from CDN without the written consent of the Chief Executive of CDN. Such consent (which will not be unreasonably withheld) will be subject to the other employment not having an adverse effect on the duties of your post or the effective operation of CDN of any secondment therefrom.

### **Equality of Opportunity Policy Statement**

CDN wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of discrimination.