



# Rural Stirling

## Housing Association

### SUMMARY OF CONDITIONS OF SERVICE

#### **Job Title – Property Services Assistant (Permanent)**

#### **Salary**

EVH Grade 5, Spinal Point: PA13:PA16 Salary Range £24,845 to £27,612

#### **Term of Contract**

Full time, Permanent

#### **Hours of Attendance**

35 hours per week, Monday – Friday. A flexible working hours system is operated

#### **Attendance at Evening Meetings**

Attendance at evening meetings may be required

#### **Holiday Entitlement**

25 days annual leave + 15 statutory days

#### **Pension**

Rural Stirling Housing Association is a member of a Group Pension Scheme. We are required to auto-enrol all our workers into the scheme where they meet the criteria defined in the Pensions Legislation and would therefore be required to auto-enrol you onto the pension scheme when/if you meet these criteria. If we enrol you onto the pension scheme, whilst you continue to meet these criteria, you will remain a member of the scheme, unless you apply to opt out.

#### **Training and Development**

The Association considers that training and development of its staff is an essential factor in achieving the Association's aims and objectives and in the maintenance of effective, well-motivated employees.

#### **Equalities & Diversity**

The Association is committed to the promotion of equalities and diversity and to combat discrimination, direct or indirect, in its housing allocation, provision of services, membership, recruitment, Board structure and employment practices.