

Contractual / Employment Issues – Summary*

The legal employer will be Greater Manchester Hazards Centre Ltd

1. Working Hours

The full-time job is for 5 days a week / 35 hours. This post is part-time for 17.5 hours per week, as a job share with one of the current coordinators, as the other one is retiring at the end of September. It may include some evening and/or weekend work, and must include either a Monday or a Friday. No overtime will be paid, but time off in lieu will be given.

2. Salary

Based on full-time gross salary of £41,962, half time is £20,981 a year. Salaries are normally up rated annually at least in line with inflation.

3. Holidays

Five weeks (full-time: 25 days, pro rata for this post) plus official public holidays (8 days).

4. Sick Leave

During the first year of employment there is one month's full pay and one month's half pay; in the second year of employment, two months' full pay and two months' half pay; after two years employment, three months' full pay and three months' half pay.

5. Maternity Leave and Pay

This will be according to statutory provision.

6. Special Leave

There is provision for special leave, compassionate leave, and dependant care leave by agreement with the Management Committee.

7. Travel and Subsistence Expenses

Actual expenses by bus and train; car allowance of 45p per mile. Meals will be paid for at reasonable cost when working away from Greater Manchester.

9. Pension

GMHC offers a pension scheme provided through NEST. In 2025, contributions are 4% from the employee plus 1% from the government via tax relief, and 3% from the employer.

10. Trade Union Membership

All employees are expected to join an appropriate trade union.

11. Equal Opportunities

We attempt to be an equal opportunities employer, and expect all employees to comply with our equal opportunities policy. We will make any reasonable adjustments that we can to support employees with any access needs.

**Detail of the full terms and conditions of employment are included in a written statement, which is available for candidates. The successful applicant will receive a personalised copy on appointment.*

July 2025