

RECRUITMENT INFORMATION FOR CANDIDATES

For the UK and Ireland

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OVERVIEW

This is a summary of information relating to the recruitment of new employees in the UK and Ireland. Criteria and conditions apply and more comprehensive information is provided in the specific policies and procedures that relate to working conditions, pay and benefits. This document is meant as a general overview to support candidates/applicants during the recruitment process.

Candidates/applicants are advised to ensure they fully understand the terms conditions, pay and benefits applicable when accepting a job at Christian Aid before they accept an offer of employment or sign their contract of employment. Candidates should do this by conferring with the recruiting manager at the start of the recruitment process. Recruiting Managers have an obligation to explain terms and conditions to candidates at the start of or during the interview process and refer to their HR Representative for guidance at the start of the recruitment process if necessary.

CONTRACT OF EMPLOYMENT

Employees recruited within the UK will be issued a UK contract of employment and employees recruited in Ireland will be issued an Ireland contract of employment. The purpose of this is to ensure that employees are protected by the employment law of the country they are working within.

ROLE PROFILES

Each job within Christian Aid has a role profile attached to it. Role profiles are job evaluated using a job evaluation system in order to determine the level of pay which is based on the size and complexity of the job.

PAY AND PAY REVIEWS

There are two pay scales for the UK, one with London Allowance for employees working within London and one without for employees working within the nations (regional offices throughout the UK). There is a separate pay scale for the Republic of Ireland.

Salaries may be reviewed annually.

INCOME TAX AND SOCIAL INSURANCE

Salary is paid monthly in arrears and income tax and social insurance are deducted as required by the relevant authority in the UK or Ireland (depending on where the employee is based).

BENEFITS

Christian Aid provides a package of core employee benefits to all employees. The purpose of these core benefits is to underpin the organisation's policies which are in place to support improved business performance and to provide a duty of care to employees.

Annual Holiday

All full time employees are entitled to 25 days paid annual leave plus paid public holidays. Employees are entitled to 28 days annual leave when they have achieved 5 years' service and then 31 days of annual leave when they have achieved 10 years' service or more. The annual holiday year is from 1 January to 31 December. In exceptional circumstances, up to five days annual leave can be carried over in accordance with the law and Christian Aid's annual leave policy.

Part time employees

Part time employees will acquire holiday entitlement on a pro-rata basis of their contractual hours including bank and public holidays. Public holidays are fixed and if these days coincide with the employee's normal working days, these should be taken as part of the employee's annual leave holiday.

Flexible Working

Every employee is entitled to use the flexitime scheme unless their job requires that they work specific hours (e.g. a receptionist may need to work specific hours to cover the office opening times). The core working hours are 10am to 12noon and 2pm to 4pm. Employees work a 35 hour week however they can accrue up to 14 hours flexitime during any four week flexitime cycle and take up to 2 days flexi leave per four week cycle.

In addition, Christian Aid will consider requests for flexible working, including homeworking, from all employees that have worked continuously with Christian Aid for 26 weeks or more.

Pension Scheme

Christian Aid provides a pension scheme to all employees to support their long term saving for retirement. The UK and Ireland each have separate pension schemes. Christian Aid makes employer contributions on a matched scale (the more the employee contributes, the more Christian Aid contributes). The maximum employer contribution is 10% of annual, gross salary.

Sickness Leave and Pay

Employees are expected to take time off work when they are sick so that they recuperate, there is no time limit on this.

However, Christian Aid has a policy on how much pay an employee is entitled to when off sick. The details of this are within the sickness absence policy.

Life Assurance

All employees receive a death in service benefit of 4 x salary. .

Income protection scheme

Employees on UK contracts are eligible to participate in an Income Protection Insurance scheme. This scheme provides employees with an income in the event they are unable to work for 26 weeks or more.

Maternity or Adoption Leave and Pay

For employees who meet the criteria, Christian Aid provides a generous top up package for maternity pay. In the UK all female employees are entitled by law to 52 weeks' maternity leave, comprising 26 weeks' ordinary maternity leave and 26 weeks' additional maternity leave regardless of how long they have worked for the organisation.

Employees who have 26 weeks' continuous service into the 15th week before the expected week of childbirth, will receive an enhanced maternity payment of 16 weeks full pay and 18 weeks half pay. There can also be some flexibility over how these payments are staged.

Adoption and Shared Parental leave and pay mirrors maternity entitlement.

Paternity Leave and Pay

Christian Aid provides two weeks paid leave for employees who meet the criteria.

Compassionate Leave

Employees are entitled to take up to 10 days leave on full pay for the death of a very close relative or situation of extreme distress. This is at the discretion of the line manager and consideration will be given to how many times this leave has been granted.

Dependants Leave

Employees may take up to 3 days leave in a rolling year on full pay to care for the health of a dependant e.g. partner, child, parent. Any further days dependants' leave that are taken are unpaid.

Childcare vouchers

Christian Aid operates a childcare vouchers scheme through Sodexo to help working parents pay for registered childcare.

Green Bike Scheme

Christian Aid operates a salary sacrifice bike scheme which enables members of staff to purchase a bike up to £1,000 (fixed term employees must have at least 12 months of their contract left to apply for this). This shows a saving on tax and NI contributions.

Holiday Purchase Scheme

Christian Aid operates a holiday purchase scheme whereby staff can purchase one additional week's leave (pro rata for part time employees). This is done via a salary sacrifice and payments are made over 12 months.

Season ticket loans

An interest free loan is available from the start date of employment with Christian Aid to purchase an annual season ticket for travel between home and work.

Employee Assistance Programme

Christian Aid operates an Employee Assistance Programme for all employees. This is a confidential and free service providing legal, personal, medical advice. They can be contacted by a free-phone number in the UK, website/email or they will call employees in overseas offices to prevent the employee from paying for the call. Interpreters are available for most common languages.

Eye Tests

Employees are able to have an eye test, paid for by Christian Aid, every 2-3 years as per country law or more often if the optician recommends it. Christian Aid will pay for the cost of eye glasses (only if required for the use of a PC/laptop) up to the equivalent value of £75 in an overseas country. Drivers are required to have a test annually.

Learning and Development Opportunities

Christian Aid has a Time to Learn site which is designed to support you. We recognise that learning happens in different ways and we have designed support, guidance, materials, training and links to support your development

Scholarship Fund

Christian Aid operates a scholarship fund whereby employees can apply for financial support or additional leave to study for professional qualifications related to their job.

Interest Free Study Loan

Employees may apply for an interest free study loan if it is related to their job.

Security Training

All staff receive basic security and first aid training which is renewed every three years. Christian Aid is also currently developing a special Womens Security Training Programme for women frequent travellers and developing a Gender Security Community of Practice to support employees with gender related issues whilst travelling.

Travel Insurance

As part of the Global Travel Insurance which provides emergency medical cover, business travel insurance is also provided for travel related to Christian Aid work. This covers items such as personal property, flight delay, laptops, money and so on.

It's essential for employees to purchase their own private travel insurance when travelling on holiday.

Vaccinations and Travel Medication

This is provided and paid for all employees who travel or work on an overseas assignment for the purposes of Christian Aid business. Within the UK these services are provided by Guys and St Thomas Hospital, Interhealth and other regional providers.

Passport Renewal

Employees are expected to pay for their own passports on expiration; however Christian Aid will pay for the cost of a new passport if an employee requires it for Christian Aid travel and where the previous passport has not expired but become full due to Christian Aid travel.

Leave Due to Overseas Travel

All employees are entitled to one day's paid leave for each week of overseas travel in order that they rest.

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