

PAY & CONDITIONS
Allotments Officer
(with additional responsibilities)
20 hours per week

The rate for the job comes from the National Joint Council for Local Government Services pay scale. The position will be offered at between scale points 13 to 15. This is an hourly rate of between £13.97 and £14.45 per hour, which at 20 hours per week gives an annual salary of between £14,525.95 and £15,028.65 before any tax or pension payments are taken into account. Salary will be paid monthly at the end of each month and will therefore initially be between £1,210.50 and £1,252.39 per month before any deductions for tax and pension are removed. Progression up the pay scale is possible through either annual appraisal or adding responsibilities,

The successful applicant will be expected to have a regular four or five day week, although a three day week may be possible. This will include working in the office (when there is one) at least one morning per week. Specific hours and days will be mutually agreed after appointment. Occasional attendance outside agreed times and days may be required to meet new tenants / contractors, to attend events, or to attend Council meetings.

Holiday entitlement will be equivalent to 6.6 working weeks, or 132 hours. This includes 23 days normal working leave, the 8 normal bank and public holidays, and 2 extra statutory days. All leave, including bank holidays, must be booked in advance and agreed by the Clerk. Unless alternative working days and times are agreed, as the role is 20 hours per week each day of leave will be considered to be 4 hours in a five day week (5 hours if a four day week is agreed). Any holidays already booked at the time of appointment will be honoured.

The role is expected to expand to up to 30 hours per week as the Council takes on new allotment sites and adds events to the calendar. At 30 hours per week the starting salary would be between £21,788.92 and £22,542.97 per year, giving between £1,815.74 and £1,878.58 per month before any deductions for pension, income tax and national insurance.