

# Activities Coordinator

## Summary of Terms and Conditions

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<b>Type of Contract:</b>	Continuous, Permanent
<b>Work Base:</b>	University of Southampton Highfield campus, though responsible for activity across all campuses
<b>Hours of Work:</b>	35 hours per week
<b>Right to Work:</b>	If you require a visa (such as a Tier 2) to work in the UK, please note that Union Southampton is NOT a sponsoring organisation and is therefore not able to sponsor you for a visa.
<b>Salary Band:</b>	Band C, currently £20,111 to £21,693
<b>Recruitment Salary:</b>	New appointments will be made within the first four points within the salary band.
<b>Salary Progression:</b>	Progression through the salary band is subject to work performance and demonstrating SUSU's behaviours.
<b>Holiday Entitlement:</b>	20 days per annum, increasing to 24 days after 4 years' continuous service. In addition, there are six closure holiday days during Easter and Christmas and 8 bank holidays. (Head of have different annual leave terms)
<b>Pension:</b>	Employees will be enrolled to the Southampton University Students' Union Retirement Fund. The employee contributes 6% of salary and the Union 10%.
<b>Probation period:</b>	6 months