

Membership Assistant (Advice) Summary of Terms and Conditions

| | |
|-----------------------------|---|
| Type of Contract: | Continuous, Permanent |
| Work Base: | University of Southampton Highfield campus, though responsible for activity across all campuses |
| Hours of Work: | 27.5 hours per week |
| Right to Work: | If you require a visa (such as a Tier 2) to work in the UK, please note that SUSU is NOT a sponsoring organisation and is therefore not able to sponsor you for a visa. |
| Salary Grade: | Grade 2, currently £24,362 pro rata per annum. A cost of living award is agreed by the Trustees and usually awarded in August of each year. |
| Salary Progression: | Progression through the salary grade is subject to work performance and demonstrating SUSU's behaviours. |
| Holiday Entitlement: | 24 days pro rata per annum. In addition, there are eight closure holiday days during Easter and Christmas and 8 bank holidays. |
| Pension: | Employees will be enrolled to the Southampton University Students' Union Retirement Fund. The employee contributes 6% of salary and the Union 10%. |
| Probation period: | 6 months |