

ORGANISATION OVERVIEW

As an Investors in People Gold employer, the Society of St. James (SSJ) recognises that our staff are our greatest assets. We value and recognise our staff, offering some generous benefits, as well as the satisfaction of helping vulnerable people:

- Enhanced annual leave entitlement.
- Childcare vouchers
- Flexible working options.
- Buying additional annual leave.
- Comprehensive induction and training.
- Membership to the Company Pension Scheme.
- Counselling, financial, personal support and health and wellbeing services via our Employee Assistance Programme.
- Company cycle to work scheme.
- Discounted laptops and computers with Jamie's Computers.

For full details, please contact our HR Department on 023 8063 4596.

Lifestyle...

ENHANCED ANNUAL LEAVE

SSJ offer an enhanced annual leave of 25 days, increasing by 1 day each year up to a maximum of 30 days plus Public Holiday entitlement (around 8 days per year). This means that our staff receive more than the average holiday allowance in the UK.

FLEXIBLE WORKING OPTIONS

We are committed to helping staff balance the demands of both their work and personal needs through flexible working and the option to join our flexi-time scheme. For more information about how this may apply within a specific service or department, please contact us.

BUYING ADDITIONAL ANNUAL LEAVE

Every member of SSJ staff is entitled to purchase an additional week holiday a year. Staff members may also apply for additional leave, depending on service or department requirements. For more information view the Buying and Selling Annual Leave Procedure on the intranet.

Savings of Tax and National Insurance.



Health and Wellbeing...

COUNSELLING

If you ever need to discuss work or personal issues confidentially you have access to a free, independent and confidential counselling service provided by Workplace Options. Support is available 24 hours a day, 7 days a week. For more information visit the Employee Assistance Programme link on the intranet.

ACCESS TO EXTERNAL FINANCIAL, PERSONAL SUPPORT AND WELLBEING SERVICES

As an employee of SSJ you and your family have access to our 24/7 Employee Assistance Programme, LifeWorks. LifeWorks offers a range of support to help you better balance your work, family and personal life including access to financial and health and wellbeing services. For more information visit the Employee Assistance Programme link on the intranet.

CYCLE TO WORK SCHEME

If you would like to travel at least part of your journey to work by bike – take a look at SSJ's Cycle Scheme. It allows you to have use of bikes and accessories at a discounted rate from our local partner bike shop Hargroves Cycles. For more information visit the Cycle Scheme link on the intranet.

Savings of Tax and National Insurance.

Other...

CHILDCARE VOUCHERS

SSJ employees who are working parents can access our Childcare Voucher scheme, providing a contribution towards their costs of child care of children up to the age of 15.

Savings of Tax and National Insurance.

MEMBERSHIP TO THE COMPANY PENSION SCHEME

SSJ employees can benefit from our company pension scheme, providing them with a hassle free way of saving for their retirement whilst they earn.

Savings of Tax and National Insurance.

COMPREHENSIVE INDUCTION AND TRAINING

SSJ recognises the value of providing good quality training opportunities to motivate, recruit and retain staff and is committed to enabling staff to undertake a wide range of training both internally and externally to help with their professional and personal development. As a new employee, you will initially benefit from a comprehensive induction and training programme.

DISCOUNTED LAPTOPS AND COMPUTERS

As an SSJ employee you can get 10% off purchases of refurbished laptops and computers with our social enterprise Jamie's Computers. All equipment comes with a 6 month warranty.

