

Terms & Conditions, Benefits and Policies

Working for Oxfordshire Mind you benefit from competitive terms and conditions of service:

Pay

Oxfordshire Mind employees are guaranteed a salary that matches their skills and responsibilities. In addition, opportunities for personal development are encouraged. Individual pay is reviewed on an increment basis.

Statutory Rights

Oxfordshire Mind recognises the statutory employment rights of all its employees and offer enhancements on several of these statutory rights.

Annual Leave

We offer 28 days annual leave per year. In addition, you are entitled to public bank holidays. For part time staff these figures are pro rata.

Sick Leave

If you are sick whilst working for Oxfordshire Mind we will pay contractual sick pay up to a maximum of 4 months' full pay and 4 months' half pay dependant on length of service.

Staff Benefits

Pensions

There is an auto enrolment pension scheme in place, the employer contribution is set at 1%, and which will be paid conditional upon the employee contributing 1%.

Membership of our Employee Assistance Programme

Oxfordshire Mind offers an Employee assistance programme in partnership with Employee Assistance Programme, a service designed to help you with life's challenges and provide advice and information to prepare for any major changes that may arise in the future.

Family Friendly Working Policies

Carers/Dependants Leave

We recognise that family emergencies cannot always be planned and therefore offer carers/dependants leave to parents, to assist them in resolving the emergency, or making alternative arrangements for care provision

Childcare

We offer a childcare voucher scheme through Busy Bees services. Vouchers can be redeemed with child minders, holiday schemes, nannies, au pairs, nurseries, even after-school clubs, playgroups and crèches and can provide working parents with childcare savings of up to £1,195 per year.

Cycle Scheme

Oxfordshire Mind is a member of Cycle Scheme, which gives staff the opportunity to purchase a bike tax free, saving around 32% of the cost. You can purchase most bikes from your local bike shop and it's good for your health and the environment too.

Commitment to Work Life Balance

Oxfordshire Mind recognise the importance of a healthy balance between work and life and where possible seek to offer flexible working opportunities for our staff. We can offer

- Flexi-Time
 - Annualised Hours
 - Part time Working
 - Job Shares
 - Fixed Term Contracts
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Other Oxfordshire Mind Policies

Equality & Diversity

Oxfordshire Mind is fully committed to the principles and practices of equal opportunity and diversity. It recognises that Equal Opportunities should be focused, to make sure all our services are appropriate to a diverse society. By developing a diverse workforce reflective of the community we serve, we will be able to benefit from a wider range of skills and deliver a better service to children, guests, parents and carers.

It is emphasised that all forms of discrimination based on colour, gender, sexual orientation, marital status, age, disability, HIV status, race, nationality, ethnic origin, religion, social background, employment status, gender reassignment, offending record, political affiliation, or trade union membership, are unacceptable.

Health and Safety

It is the policy of Oxfordshire Mind to ensure the health, safety and welfare of its employees; volunteers; Service Users, visitors and others who legitimately enter its premises, so far as is reasonably practicable through the provision of appropriate equipment, procedures and safe systems of work.

The charity's Trustee and Management Team accept responsibility for applying the Health and Safety policy and for providing information, instruction and training to achieve its obligations.

Managers have responsibility for establishing any necessary safety rules and for ensuring that all employees are aware of them and comply with them always. All employees are responsible for their and their colleagues' health and safety, including reporting to their manager when safety defects exist and by taking steps to correct hazards in the workplace when they can.

Education and Training

The education and training needs of Oxfordshire Mind staff are integral to the development of the organisation. Training needs are identified at organisation team and individual levels and managed through the annual appraisal process.

Smoking

Oxfordshire Mind premises are no smoking environments