|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outline of Main Terms, Conditions & Benefits** | | | | | | | | | | |
| **Job Title** | | | | **Communications Officer** | | | | | | |
| **Post Number** | | | | 1095 | | | | | | |
| **Employee Name** | | | | Vacancy | | | | | | |
| **Issue Date** | | | | 10/03/2025 | | | | | | |
| **Start Date** | | | | Available from 01/04/2025 | | | | | | |
| **Location** | | | | Building 37, HMS EXCELLENT, Whale Island, Portsmouth,  PO2 8ER | | | | | | |
|  | | | |  | | | | | | |
| **Contract Details** | | | | | | | | | | |
| **Appointment Type** | | | | Permanent – Full Time | | | | | | |
| **Holiday Rule** | | | | Rule Number 1 | | | | | | |
| **Contract** | | | | C1 | | | | | | |
| **Probationary Period** | | | | | | | | | | |
| For new starters 6 months. Reviews will be held at 1 month, 2 months and 4 months, with a final review held at 6 months. | | | | | | | | | | |
| End of Probation | | | On / around 6 months from start date | | | | | | | |
| **Notice** | | | | | | | | | | |
| Both employer and employee may terminate the appointment by giving the other not less than one month’s notice in writing. | | | | | | | | | | |
|  | | | |  | | | | | | |
| **Remuneration** | | | | | | | | | | |
| **Annual Salary** | | | | £26,500 to £29,000 | | | | | | |
| **Hourly Rate** | | | | £14.5604 to £15.9340 | | | | | | |
| **Pay Method** | | | | | | | | | | |
| Salary will be paid in 12 equal monthly instalments by BACS transfer into the nominated bank or building society account on or around the 21st of the month. | | | | | | | | | | |
| **Hours of Work** | | | | | | | | | | |
| 09:00am to 5:00pm, Monday to Friday, which is equivalent to 35 hours per week excluding an unpaid break of 1 hour per day.  Hybrid working is offered 60/40, with designated in-office team days.  This may be subject to change according to operational needs. | | | | | | | | | | |
| **Weekly Work Pattern** | | | | | | | | | | |
|  | Mon | Tues | | | Weds | Thurs | Fri | Sat | Sun | Total |
| Start Time | 09:00 | 09:00 | | | 09:00 | 09:00 | 09:00 |  |  |  |
| AM Break |  |  | | |  |  |  |  |  |
| Lunch | 1 hour | 1 hour | | | 1 hour | 1 hour | 1 hour |  |  |
| PM Break |  |  | | |  |  |  |  |  |
| Finish | 17:00 | 17:00 | | | 17:00 | 17:00 | 17:00 |  |  |
| **Total hrs** | **7** | **7** | | | **7** | **7** | **7** |  |  | **35** |
|  | | | | | | | | | | |
| **FTE** | | | 1.00 | | | | | | | |
|  | | | | | | | | | | |
| A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the charity. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job. | | | | | | | | | | |
| **Overtime** | | | | | | | | | | |
| A certain degree of flexibility of hours is required for cover and to meet the operational requirements of the department. Due to the nature of your position with the RNRMC you may be asked to work any additional hours that are reasonably required to fulfil the responsibilities of your job without additional remuneration. | | | | | | | | | | |
| **Holiday Entitlement per Annum** | | | | | | | | | | |
| The RNRMC holiday year runs from 1 January to 31 December. The annual holiday entitlement is 6 working weeks in every full holiday year (which equates to 30 days if you work a 5-day week).  In addition to the above, you are entitled to the recognised bank and public holidays in every full holiday year. Bank and public holidays for part-time employees are calculated on a pro-rata basis  The RNRMC traditionally closes the offices between Christmas and New Year and up to 4 days of your annual entitlement will be reserved / automatically assigned by RNRMC each year to cover this period of closure. | | | | | | | | | | |
| **Other** | | | | | | | | | | |
| **Absence** | | | | | | | | | | |
| If you are absent from work, in addition to Statutory Sick Pay (SSP), which is included in any sickness payments made to you by the Charity, the RNRMC operates a discretionary Charity Sick Pay Scheme, which differentiates between short and long-term absence. | | | | | | | | | | |
| **Pension Scheme** | | | | | | | | | | |
| In accordance with the Pensions Regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Standard Life | | | | | | | | | | |
| **Medical** | | | | | | | | | | |
| The post holder will be required to complete a medical declaration at the start of employment and, should the RNRMC require it, undergo a medical examination during their probation period by an Occupational Health Practitioner at the RNRMC’s expense | | | | | | | | | | |
| **Other Employment** | | | | | | | | | | |
| The individual is not permitted to undertake any work outside of the RNRMC without prior consent from the RNRMC; all requests should be submitted to HR in the first instance who will seek the relevant approvals from the CEO. | | | | | | | | | | |
| **Security Vetting** | | | | | | | | | | |
| Due to the RNRMC being located on Ministry of Defence property you will be required to undertake Ministry of Defence Security Vetting. Your employment with the RNRMC, and continued employment, is strictly conditional upon the receipt of a satisfactory security clearance which is reviewed every 5 years. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Discretionary Non-contractual Benefits** | | | | | | | | | | |
| Free on-site parking | | | | | | | | | | |
| Hybrid working – 60% in office and 40% home working | | | | | | | | | | |
| Cycle to Work Scheme | | | | | | | | | | |
| Free Access to HMS Excellent Fitness Centre | | | | | | | | | | |
| Employee Assistance Programme through Health Assured | | | | | | | | | | |
| Life Assurance (after one year’s qualifying service) | | | | | | | | | | |
| Private Healthcare Scheme (after one year’s qualifying period) | | | | | | | | | | |
| Standard Life Non-contributory Pension Scheme (7% contribution after 3 months qualifying period) | | | | | | | | | | |
| Enhanced Maternity Leave Package (after 2 year’s qualifying period) | | | | | | | | | | |
| 3 months Sabbatical Leave – unpaid (after 5 year’s qualifying period) | | | | | | | | | | |