

Terms of Employment

Our employees are increasingly working hard to deliver the Society's mission. We have developed an excellent flexible benefits package to help attract, motivate and retain exceptional staff.

- **Head office:** Trinity Business Centre , Stonehill Green, Westlea, Swindon, SN5 7DG. We also have a satellite office in London and a visitor centre in Bala, Wales.
- **Working environment:** The Society has a spacious and bright office environment . A courtyard can be found in the middle of our building which is used by staff in the summer months for lunch , meetings, games and barbeques. The office is conveniently situated close to the M4 motorway.
- **Hours:** Normal working week is 37 ½ hours, Monday to Friday, 7 ½ hrs per day, excluding lunch breaks.
- **Reference checks:** As a standard practice we take up a minimum of two references for all new staff.
- **Home Office checks:** We have a duty to check on the legal status of all new staff, ensuring the eligibility to reside and work in the UK
- **Flexible working:** Bible Society will carefully consider flexible working patterns where possible.
- **Occupational health:** This process helps the Society understand the need for any workplace adjustments for new staff.
- **Probationary period:** Our standard practice is a six month probationary period to ensure we help new employees settle into their role , team and organisation effectively.
- **Performance reviews:** The annual review looks at setting goals for the coming year and the goals are monitored on a quarterly basis. All staff goals are linked with our overall strategy of the organisation.
- **Salary payments:** These are paid on the 20 of each month by BAC's transfer into a bank or building society account.
- **Sustainability:** We already have well-established initiatives in place and we encourage the whole organisation to do more to reduce our carbon footprint and protect the environment we live and work in.

Bible Society – Staff Benefits

Health and Wellbeing

Eye tests voucher through Specsavers

Flexible working

Annual flu vaccinations

Holidays - 25 days for new employees rising to 26 days after 2 years service

Holiday trading – max 2 days per calendar year

Plus 8 bank/public holidays

Discounted gym membership

Close between Christmas and New Year

Wiltshire savings and loans

Health cash plan or private medical

Employee Assistance

Programme, a confidential telephone and face-to-face counselling

Family time

- Maternity
- Paternity
- Adoption
- Parental
- Shared Parental
- Time off for dependants
- TOIL

Sick leave , occupational sick leave /pay scheme

Occupational health, checks before you come to work for us to ensure of any workplace adjustments are in place

Cycle scheme – via salary sacrifice

Reward and Recognition

Bible Society DC pension - initial 3-month deferral period, then auto enrolled commencing at 3% employee and 8% employer contribution, via salary exchange.

Standard Life Assurance, non pension member 2 x pensionable salary

Enhanced Life Assurance, pension member 4 x pensionable salary

Games to use in our courtyard in the summer

Free car parking at the Swindon and Wales sites

Annual staff day

Staff events, e.g. summer barbeques

Free tea, coffee and milk provided in Swindon , London and Wales

Perks at Work

Tastecard

Fruit available on All Staff Meeting days

Loyalty Awards, monetary awards given to staff at different milestones to spend on something special

Car leasing scheme

Tech purchasing scheme

Bible Society – Staff Benefits

Learning and Development

We have ran internal sessions on:

- Mindfulness
- Grammar

Liberating Leadership course

Leadership Development Programme

Pioneering Professional course

Time management

Managing stress

International travel

Brand management

Sharepoint (intranet)

Mental health awareness

PDR workshops

Wellness day June 2019

Retirement events 2019 (Aviva)

Menopause workshop 2019

Risk training – international travellers

Professional subscriptions

Development opportunities which are linked to the annual PDR process. These can be internal or external courses, coaching, on the job , shadowing, or even secondments

Insights Discovery - colour profiling