



Contractual terms and conditions for zm UK employees – Mission Director

This document constitutes your contract of employment with the **zambesi mission (zm)**. It sets out the terms and conditions of your employment with **zm** in the UK.

1. Role: Mission Director as described in the relevant job specification. You will be accountable to the trustees.

2. Date of Commencement and Probationary Period: This contract is to take effect from xxxxx and is subject to a probationary period of six months.

3. Working Hours: The standard working hours are 40 per week. The actual days you work and your precise hours of attendance (which may include weekends and evenings) are as required by the role. You are required to ensure that you take off a continuous period of 24 hours every 7 days.

4. Remuneration: You will be paid monthly, based on the rate of £33,824 per annum, 2024 pay award pending. Salaries are paid less statutory and other lawful deductions. Overtime is not usually paid. Salaries are reviewed annually.

5. Pension: You will be enrolled into **zm's** pension scheme, to which **zm** as employer contributes 8% of your monthly salary. The scheme is administered by Global Connections. Your rights are set out in legislation, currently the Pensions Act 2008.

6. Annual Leave: For purposes of calculating leave entitlement, the "leave year" is the calendar year, 1 January to 31 December. In addition to all statutory and public holidays, your annual holiday entitlement, will be 25 days p.a initially, rising by 1 day for every completed calendar year of service to a maximum of 30 days p.a.

Leave should be agreed in advance with the Chair of Trustees and should not be carried over to the next calendar year except in exceptional circumstances and with prior agreement.

7. Sickness Absence: In the event of absence through sickness, you should:

- Notify the Chair of Trustees and Office Manager on the first working day of your absence, if possible by 10.00 am, giving the reason for absence and possible duration;
- If sick for between 4 - 7 days (inc. Saturday, Sunday and statutory holidays) alert the Office Manager confirming the reason for absence and expected date of return;
- If your illness lasts 7 calendar days or more, consult your doctor who will issue a medical certificate. Continue to send up-dated medical certificates promptly to **zm** and keep in regular contact with the Chair throughout your period of sickness;
- Upon return to work, complete a sickness absence self-certification form, unless a doctor's certificate covers the relevant period.

N.B. **zm** reserves the right to refer you to a nominated medical practitioner in the event of a need for further medical advice and/or a second opinion.

If you are absent from work through sickness or accident, and subject to full compliance with the procedure above, **zm** will grant paid sick leave, reduced by any statutory sick pay provision, in any 12 month period, of up to 6 months on full pay followed by up to 6 months on half pay, after which your contract may be terminated. In the case of extended illness, a further 12 month period would commence only after 3 months return to work.



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8. Work Base: You will work from home, but are required to manage staff based in York and to travel in the UK and Malawi and Mozambique in furtherance of the mission's work.

9. Expenses and gifts: a copy of the current policy covering expenses and gifts will be supplied. This policy may be reviewed from time to time by the trustees.

10. Confidentiality: During your employment with **zambesi mission**, you will be party to confidential information concerning the Mission, staff, and supporters. You shall never breach confidence, or allow sensitive information to be disclosed (except in the proper course of employment), and must at all times abide by **zm's** data protection policy.

11. Disciplinary Procedure: The disciplinary rules applicable to your employment are set out in the enclosed disciplinary procedure - to follow.

12. Grievance Procedure: If you have any grievance relating to your employment by **zm** you should apply in writing in the first instance to the Mission Director for the purposes of seeking redress. If the matter is not resolved at this level, the subsequent steps are set out in **zambesi mission's** grievance procedure.

13. Safeguarding: The mission recognises the risks faced by adults and children and its responsibility for protecting and safeguarding them to the highest standards possible. For adults and children to be protected from abuse, exploitation and inequalities, staff must behave with the utmost professionalism and integrity at all times. Staff must familiarise themselves and at all times act in accordance with **zm's** Safeguarding and Child Protection Policy.

Staff are required to complete a Basic DBS Disclosure check. The outcome of this must be acceptable to the trustees. If during your employment you are convicted of any offence that would appear on a Basic DBS check, you are required to notify the Chair of Trustees immediately.

14. Notice. You will be required to give, and would receive, other than for reason of gross misconduct, three months' notice in writing.

15. Agreement. The above terms and conditions, together with any others that are agreed mutually with you in the future, will apply to you as part of this contract. This contract also includes agreement that you: fully agree with the Christian objectives of **zambesi mission**; wholeheartedly accept the Statement of Faith of **zambesi mission**; and undertake to express that faith in consistent daily living according to the Code of Practice of the **zambesi mission**.

N.B. These terms and conditions are as required by law to be recorded in writing. It is however the desire and intention of the Trustees of **zm**, that the employment should be governed by the relationship that exists between Christian believers, and that any problem or seed of conflict should be openly and honestly discussed and action which is just and honourable should ensue.

Any work related matter can be discussed with the Trustees. Every aspect of your welfare and working relationships, whether physical, emotional or spiritual, is of the highest concern to the Trustees.

zm's aim is to promote the Gospel of our Lord Jesus Christ wherever we are. Both what we do and how we do it when working as Christ's servants within **zm** are of crucial importance.

Please signify your acceptance of the above, which is being sent to you in duplicate, by signing both copies and returning one of these to the Chair of Trustees (retaining the other copy for your own records). Please also sign individually and return 1 copy each of the Statement of Faith and the Code of Practice (again retaining the extra copy of each for your information).

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