

# *Employee Benefits*



# what we're about

Working for Aberlour is more than just a job, it's about supporting children, young people and families to give them the best chance to thrive. We've been doing this for over 140 years and are a recognised Investors in People Platinum organisation.

At Aberlour, we are committed to creating an environment and culture that promotes equality, diversity and inclusion; making sure Aberlour is a place for people to be their best, authentic selves. Aberlour encourages applications from all, irrespective of race, disability, gender, gender identity, age or sexual orientation. We also welcome applications from those with caring responsibilities where flexible working arrangements can be considered.

We're really proud of our work, our staff and volunteers across Scotland and we live by the values that drive our passion to ensure every child has the chance to flourish. Our values of respect, integrity, innovative and challenging reflect what we are, how we do things and where we want to be.

We offer rewarding roles supporting children, young people and their families, as well as many other roles that support our vital work.

Whether you're just starting out in your career or already have experience, we have positions where you can develop your skills and realise your potential.

**The best thing about working for Aberlour is that you can make a real difference to the lives of children, young people and their families.**



# Salary Benefits

We want all our employees to feel valued and rewarded for the work they do. When you work with Aberlour you will get:

- **A competitive salary** – employees can move from the bottom to the top of their scale after just 3 years' service. We use a job evaluation system to fairly grade posts across the organisation and review salary grades annually against inflation every year.
- **Unsocial hours allowances** – employees working the full residential shift rota in our disability respite services or children's homes, receive an additional 9% of their salary. Managers of these services receive an additional 7% allowance. Employees in services which regularly work flexible hours across weekends, early or late shifts, to meet the needs of families, receive an additional 5% of their salary.
- **Christmas & New Year** working is paid at time and a half.
- **Sleepover rates** are paid at £65 per shift.

## Annual Leave and Other Leave Policies

- **Annual Leave entitlement** – full-time employees receive 35 days per annum, increasing a day each year over 5 years to a maximum of 40 days per annum. Part time staff are entitled to the same level of holiday pro rata.
- **Enhanced maternity and adoption pay** – for eligible employees this covers full pay for 18 weeks, plus 39 weeks' Statutory Pay.
- **Paternity Leave** – 4 weeks' full paid leave for partners to be taken on or around the time of birth or adoption.
- **Parental Leave** – eligible employees are entitled to 18 weeks unpaid leave to be taken by the child's 18th birthday
- **Shared Parental Leave** – eligible employees can share up to a maximum of 50 weeks leave following the birth/adoption of child.
- **Additional Leave** such as carer's, bereavement or domestic leave is available.
- **Sickness Absence** – Aberlour operate a discretionary sick pay scheme based on length of service paying full salary for a number of weeks right from the start of employment, before moving to half pay.

Every year Aberlour host a staff conference which recognises not only long service awards but celebrates both individuals and teams achievements through Staff Awards.



# Planning For the Future



At Aberlour we offer excellent opportunities to allow staff to plan for their future:.

- **Pension Scheme** – out with our auto-enrolment scheme run by NEST, Aberlour offers a Group Personal Pension run by Scottish Widows. Pension payments by staff can be made by salary sacrifice to maximise tax savings, staff can contribute as little as 3% but can increase contributions to what suits their needs while the organisation pays 7%, increasing to 10% after 5 years' service.
- **Life assurance** – all employees, regardless of the pension scheme used, or whether they are enrolled in a pension scheme are covered with death in service life assurance of 3 times annual earnings.

# Supporting You and your Health and Wellbeing

Your health and wellbeing is very important to Aberlour, as well as a supportive team and management we offer:

- **Work life balance** – Aberlour offers a number of policies to help employees achieve a greater work life balance including flexible working.
- **Employee Assistance Programme** is a health and wellbeing benefit available to Aberlour employees and their families. It offers access to a variety of confidential services including telephone and online counselling and legal and financial information services.
- **Cycle to Work Scheme** – buy a bike and/or safety equipment on a tax efficient basis for the purpose of going to and from work. Under Cyclescheme's 'Freedom to ride' scheme there is no limit on the amount you can spend on your bike and equipment, recognising that people have different needs including e-bikes for those more challenging parts of your journey.
- **Voluntary health care** cash plans provided by Healthshield
- **Excellent training** – each role has a specific list of mandatory training which is delivered during the induction period. Ongoing opportunities to develop staff skills and meet emerging needs are assessed at service level
- **Qualifications** – as an SVQ centre Aberlour supports registered workers to meet the SVQ requirements of registration. If you don't qualify for SAAS funding Aberlour will pay for your HNC costs if this is required for registration.



# Other Employee Benefits

## Charity Worker Discounts

Charity Workers Discounts is a free website which provides many high street and online discounts to employees and volunteers who work in the charity sector – [www.charityworkerdiscounts.com](http://www.charityworkerdiscounts.com)

Social care staff can also apply for a Blue Light Card which is open to Social Care Workers . For just £4.99, members of the blue light community can register for 2-years access to more than 15,000 discounts from large national retailers to local businesses across categories such as holidays, cars, days out, fashion, gifts, insurance, phones, and many more. - [Health Service Discounts for NHS Staff and Emergency Service Discounts - About Us \(bluelightcard.co.uk\)](http://HealthServiceDiscountsforNHSStaffandEmergencyServiceDiscounts-AboutUs(bluelightcard.co.uk))

## O2 Open

Aberlour employees can register for O2 Open and get up to 25% off their Airtime Plan on qualifying O2 Refresh contracts.

You can apply for two discounts at any one time, to cover your phone contract, and one for a tablet or mobile broadband contract.

To check out the offers and requirements. Go to <https://www.o2.co.uk/open>



# Equality and Diversity

Aberlour strives to be an employer of choice. We have clear values of Respect, Integrity, Challenge and Innovation. We believe that equality, diversity and inclusion within our workforce strengthens the vital support we give to children and families.

**Disability Confident Employer** - a government scheme designed to encourage employers to recruit and retain disabled people and those with health conditions. It is voluntary and aims to help employers make the most of the opportunities provided by employing disabled people. Aberlour commit to:

- Interviewing all applicants with a disability who meet the essential criteria on a person specification and consider them on their abilities.
- Provide an inclusive and accessible recruitment process.
- Be flexible when assessing people, so disabled job applicants have the best opportunity to demonstrate that they can do the job.
- Make reasonable adjustments during the recruitment process and during employment If appointed as a member of staff.
- Make every effort when an employee becomes disabled to ensure that they stay in employment
- Take action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work

**Diversity and Inclusion** - We work with the National Centre for Diversity as part of their Investors in Diversity programme to ensure **Fairness, Respect, Equality, Diversity, Inclusion and Engagement** for all Aberlour staff.

We a strong zero tolerance approach to any discrimination, bullying or harassment be that homophobic, bi-phobic and transphobic, racial, sexist, ageist, or around disability . We have established an [Aberlour Pride Network](#) which is open to everyone whether they identify as LGBTQ+ or allies. Our Pride Network offers confidential support, coaching and mentoring to staff who identify as LGBTQ+ and other staff who have queries or questions around LGBTQ+ issues, within the workplace or in their personal life. They help develop operational practices, review policies.

We are in the process of developing further networks to support other groups of staff.

