



for disabled children
and young people in Sussex

Amaze Staff Benefits Statement

What people love most about working at Amaze is making a difference to the lives of families with child and young people with additional needs, plus being part of a friendly, supportive team. But we offer a host of other benefits too.

Work-life balance

- Generous leave entitlement: 26 days holiday per annum for full time employees, plus 8 bank holidays. Part-time employees receive a pro rata amount of leave dependent upon the hours they work. This increases with length of service to 30 days (at 5 years). Normally, 3 discretionary days are added by Trustees to the bank holiday entitlement, to be taken between Christmas and New Year
- Flexible working: many of our staff have some kind of flexible working arrangement, such as part time, compressed hours or hybrid working. Staff are generally expected to work from the office for at least half their paid hours, but this is discussed and negotiated on a case-by-case basis
- Occupational maternity, adoption, paternity leave and pay
- Sympathetic consideration to requests for absence from work to meet exceptional or unforeseen family and domestic responsibilities that are not covered by statutory rights. Leave may be paid up to a total of 10 days absence (pro rata for part time employees) in any 12-month period to meet any one responsibility or combination which include compassionate leave – e.g. bereavement and attendance at funerals; dependants leave – e.g. care of family members or other dependants who are sick; care when usual care arrangements fail and whilst making alternative arrangements; urgent school or medical appointments for which little or no notice has been given; leave for other personal or domestic emergencies
- Time off for public duties
- Access to sabbaticals/extended for staff with length of service

Health and wellbeing

- Health and wellbeing a key focus in staff supervisions and Health Passport scheme in place encouraging and supporting staff in identifying their support needs in relation to any conditions they may have
- Where schemes exist for Amaze to access, such as free advice and counselling services for staff working in the VCS, we will access these. Where there is no such scheme available, we will seek to respond to individual needs, making use of a small staff wellbeing budget in the organisation
- Policy in place and experienced in making reasonable adjustments, including working with schemes like Access to Work
- Wellbeing activities included in Staff Awaydays and on other occasions
- Reimbursement of eye-test costs (linked to screen use in work role)

- Reimbursement of cycling costs when travelling by bike as work-related transport

Finance

- We pay competitive salaries and remain linked to the NJC salary scale, meaning our salaries are regularly reviewed and revised in line with union-negotiated local government pay settlements. All salaries are above the Living Wage
- Pension scheme provided by TPT Retirement Solutions (the Pensions Trust): we typically pay 5% employer contributions into your pension. For staff with 15+ years' service, this increases to 7% (subject to agreement by trustees during 2023)
- Occupational sick pay
- Clear organisation-wide staff expenses policy, with swift reimbursement of out-of-pocket expenses
- Staff can access favourable loans and savings schemes via our partnership with Wave Community Bank. This may help cover costs like tenancy deposits, travel season tickets, buying a car or emergency situations eg broken boiler
- Discounts and savings in high street stores/online, entertainment venues, in health and fitness, supermarkets etc – via Discount for Carers and other schemes eg <https://www.charityworkerdiscounts.com/>
- We will be setting up a non-contributory life assurance scheme, meaning that if you were to die while employed at Amaze, a sum would be paid out, financially benefiting your loved ones. Details to follow soon

Learning and development

We know that the quality of our work goes hand in hand with the skills of our employees, which is why we prioritise staff development and have an organisation-wide culture of learning. We encourage staff to access:

- Training courses covering a wide range of subjects relevant to their role. This includes training provided externally and internally (eg where there is demand for us to bring in a particular trainer train Amaze staff or where staff are accessing training Amaze provides for families)
- Conferences, events and professional subscriptions relevant to role
- Support to gain relevant professional qualifications where required including negotiation around study leave
- Specialist support available from professional who might work within teams to support development and delivery of best practice
- Opportunities to join organisational working groups looking at areas including parent carer and YP people participation, equalities, diversity and inclusion and staff health and wellbeing (eg menopause)
- Our robust induction process supports new employees fully understand their role and feel confident and fully prepared. All staff have regular supervision and appraisals to ensure they have the skills and support they need to work effectively and achieve their goals
- Reflective practice: as part of our commitment to being a trauma-informed organisation, and supporting staff wellbeing, all frontline staff have access to regular group Reflective Practice Supervision and for therapeutic roles, we offer clinical supervision.

Other

- Free Disclosure and Barring Service (DBS) check: For many roles you'll need a DBS check to clear you to work with vulnerable people. We'll help you with the application and cover the cost, including the update subscription fee, which will allow the check to be portable and for you to use it in other organisations/roles
- Free tea and coffee – you can even put in a request for a particular type or brand and we'll aim to accommodate!
- Staff awaydays (every term) and social events (twice/year)
- For staff coming into Brighton by car for work, they can subscribe to and park here <https://www.premiumcarparks.co.uk/faq> (offering Churchill Square reduced rates)
- A laptop/computer that can also be used for adhoc and limited personal use (eg when looking up person travel info online during the working day)
- Length of service celebrations: additional leave of +5 days at 5 years' service, flowers and lunch at 10 years' service, +2% pension contribution at 15 years' service and bespoke to individual at 20 years+.

Responsibilities and Breach of Policy

Everyone is responsible for their own compliance with this policy. For staff, breaches of policy may incur disciplinary action, depending on the severity of the issue. Please refer to our Disciplinary Policy for further information on disciplinary procedures. Staff who are unsure about whether something they propose to do might breach this policy, should seek advice from their manager or the policy owner.

Communication of the Policy

This policy will be available in the policies folder and hard copies will be available on request. New staff and volunteers will be made aware of the policy during their induction with their manager. Training will be available on request. Reminders will be given at staff meetings.

Related Forms / Associated Documents

N/a

Related Policies

Please also see the following related policies:

- **Disciplinary Policy**
- **Complaints policy**

VERSION CONTROL / RECORD OF CHANGES

Review date	Version	Section	Changes/Comments
June 2023	2	All	Revised