

Working for Framework

We employ **around 1,000 people** across the **East Midlands and beyond** – in Derbyshire, Lincolnshire, North and North East Lincolnshire, Nottinghamshire, and Sheffield.

Roles at Framework include:

- ▶ Supporting people off the streets
- ▶ Working in accommodation services
- ▶ Supporting people with complex needs, alcohol and substance misuse issues
- ▶ Working directly with vulnerable young people and teenage parents
- ▶ Empowering people to learn new skills and find employment
- ▶ Working in supportive roles at our offices

Employee Rewards & Benefits

Working for Framework is a positive and rewarding experience. We have an inclusive, supportive workforce, and all staff can access a wide range of rewards and benefits.

Our values

We want to work with people who believe in and embody our values.

Respond

We act when we see something wrong, and we react to opportunity and change.

Respect

We value individuals, resources, communities and each other.

Empower

We believe in the power of people and helping them to be all that they can be.

 [linkedin.com/company/frameworkcharity](https://www.linkedin.com/company/frameworkcharity)



For more information about working at Framework visit: frameworkha.org/careers

Helping our staff be the best they can be

When you start your career with Framework **you get a lot more in return than just your monthly salary.** We want to **support and develop you** to be the best person you can be – in and out of the workplace. That’s why we offer a wide range of rewards and benefits to all our staff.

At Framework you are not just working for an organisation, you are part of an organisational-wide team working together to support those who require our help. **You could receive a huge amount of job satisfaction.** Each day will be different and bring challenges, however **the outcomes will make all the hard work worthwhile.**



- ✓ **ANNUAL LEAVE (A/L)**
Starting at 32 days a year (full-time equivalent), including Bank Holidays, rising by 1 day every two years to 37 days (full-time equivalent). You can bank up to one week each year towards a short career break of between one and three months in the future.
- ✓ **A/L PURCHASE SCHEME**
Each March, Framework offers all employees the opportunity to purchase up to one week’s annual leave which is paid back by monthly instalments.
- ✓ **AGILE WORKING**
Framework has classified job roles which are eligible for Agile Working. For those roles that are eligible, Line Managers will meet with employees to discuss and agree the agile working arrangements relevant to their role, along with ensuring the needs of both service users and the organisation are met.
- ✓ **TRAINING & CAREER DEVELOPMENT**
We take career development very seriously and offer a comprehensive training and development package. Our in-house training offer ensures that all employees have access to training activities, online and face-to-face, which help you to develop your core skills, knowledge and understanding needed in order to perform expected duties and meet required standards.

We are keen to develop our people and believe in a ‘Grow Our Own’ approach. We want to help you identify and develop your talents and offer some excellent development programmes, including recognised professional qualifications related to your job role which may be through our Apprenticeship Levy or our bespoke Management and Leadership Programmes.

We have invested in a tailored Coaching and Mentoring Programme. Your wellbeing and development needs are at the heart of the Training and Development Teams objectives.
- ✓ **CAREER BREAK**
We offer the opportunity for employees to bank annual leave, where appropriate, to then take a short career break at a later date. We will also consider long career break requests of six to twelve months from employees with five years or more service.
- ✓ **EMPLOYEE ASSISTANCE**
Our Employee Assistance Programme is a free service for all employees and their family members, which can be accessed 24 hours, 7 days a week. It provides confidential support, counselling, advice and guidance on a wide range of personal and family issues.
- ✓ **FAMILY LEAVE**
Statutory maternity pay is enhanced to half your normal salary for the first six months of maternity leave. Paternity leave is full pay for 2 weeks. Adoption leave is also enhanced. Parental leave is in line with statutory rights.
- ✓ **EYE TESTS**
Display Screen Equipment (DSE) users are entitled to be reimbursed for an eye and eyesight test, usually every two years. Additionally up to £50 can be reimbursed towards the cost of any glasses that are prescribed for DSE use.
- ✓ **FLEXIBLE WORKING**
We are committed to considering flexible working arrangements and part-time opportunities for all our workers. We will do what we can to accommodate your circumstances by agreement with your Line Manager.
- ✓ **LIFE ASSURANCE**
If you pass away while employed by Framework, and are under the state pension age, a nominated person could receive three times your annual salary. This is subject to Trustee approval.
- ✓ **LONG SERVICE AWARDS**
We recognise the commitment and contribution that individuals have made to Framework with their length of service through an annual awards event.
- ✓ **SPECIAL PAID LEAVE**
Special paid leave may be granted in the case of urgent domestic distress or urgent exceptional personal circumstances.
- ✓ **CYCLE 2 WORK SCHEME**
Employees can purchase bikes through the Cycle 2 Work scheme, which saves tax and national insurance on the cost of the bike.
- ✓ **PENSION**
Framework has a stakeholder scheme with Scottish Widows. The minimum contribution amount is 4%. Framework will also match your contribution of 4%. You can elect to increase your own personal contribution but Framework’s percentage will remain at 4%.
- ✓ **SICK PAY**
During your first year of employment, if you are off sick you will receive 90% pay for 30 days followed by 30 days paid at 50% pay. This increases annually to a maximum of six months at 90% pay and six months at half pay.
- ✓ **BEREAVEMENT LEAVE**
Up to 10 days paid leave may be granted in the event of the death of a close family member or dependant relative. One days paid leave will be granted to attend a funeral for the death of a relative or close personal relationship.
- ✓ **TIME OFF IN LIEU (TOIL)**
Where approved by Line Managers, time worked over an employee’s contractual hours (doing work approved by Framework) may be accrued and taken at another time.
- ✓ **WELLBEING PRACTITIONER**
Framework benefits from having its own Wellbeing Practitioner who provides mental health support and treatment for our employees, and works with our managers to embed health and wellbeing across the organisation.
- ✓ **PAY REVIEWS**
Each year salaries are reviewed and a cost of living pay review agreed and implemented.

