

**Wages Structure for 2010****Salary scales and descriptions of job classifications**

- These are based on the NJC pay spine as operational from 1<sup>st</sup> January 2010.
- This structure is intended to be reviewed on an annual basis.

<b>Job Classification</b>	<b>NJC Pay Scales</b>	<b>Salary Range £</b>	<b>Description</b>
Administrative Officer	17 to 22	£16,830 to £19,621	To provide office and financial administrative support to LGEC, including reception duties
Project Assistant	17 to 22	£16,830 to £19,621	Assist the implementation of projects. Has responsibility for specific aspects of projects. Responsible to the Project Worker or Projects Manager.
Project Co-ordinator	27 to 32	£ 22,958 to £ 27,052	Responsible for a particular project / part of a projects or multiple projects as circumstances require. Responsible for overseeing the project, monitoring, evaluation and ensuring the success of the project. Reports to the Chief Executive. Also responsible for developing new projects and applying for funding. Takes a strategic role in project development as well as leading a particular project. Also co-ordinate the activities of other people working on the project and supervise and support assistant project workers. Track record in developing new projects and successfully applying for funding.
Finance Manager	30 to 35	£ 25,472 to £ 29,236	To provide effective financial management to the charity, in close liaison with the Chief Executive, Projects Manager and Management Committee. To also manage personnel systems and procedures.
NWGEN Regional Co-ordinator	30 to 35	£ 25,472 to £ 29,236	Co-ordinates and leads the implementation of the regional strategy for the Global Dimension in Education across the North West region. The four key responsibilities are: co-ordination, managing programme activities, co-ordination of sub-regional coordination work, manages NWGEN finances.
Chief Executive	35 to 40	£ 29,236 to £ 33,661	Responsible for the overall management of the organisation's work and services, including staff, legal and financial management, and organisational development work. Develops and progresses LGEC's work in accordance with its stated aims and objectives. Ensures the long-term financial viability of the organisation. Supports Project Co-ordinators as required. Staff management of the Finance Manager and NWGEN Co-ordinator.

## **Notes**

### **1. Annual increments and cost of living increases**

Employees will receive an annual one point increment within their salary scale range from the 1<sup>st</sup> January each year up to their maximum pay scale within their job classification. This annual increment does not apply to staff members working during a probationary period. Annual increments will be applied independently of the appraisal system. LGEC reserves the right to not apply annual increments to staff members going through disciplinary proceedings, until these proceedings have been satisfactorily resolved. During each annual review of this policy, consideration will be given to staff members who have reached the top of their scale, based on the staff members' current role and level of responsibility. For those at the top of scale, any further increment will be considered and granted at the discretion of the LGEC management committee, via a written request made by the staff member to the Chief Executive.

In addition to any increase in increment, all staff members will receive an annual cost of living increase from the 1<sup>st</sup> January, according to agreed NJC scales.

### **2. Salary review following a probationary period**

At the end of a probationary period, there is an option to place the employee a scale point above that which they were appointed to if they have performed particularly well, are working to a level above that to which they were appointed and sufficient funding is available. This is not automatic but would enable a salary to be offered with caution with the option to review this at the end of the probationary period. It is envisaged that an increment will only be awarded in exceptional circumstances where it becomes apparent that the initial salary offered was too low in relation to the skills, knowledge and experience of the employee. This recognises the fact that it is only once an employee actually starts that their level of ability to perform in the post is apparent.

### **3. Promotion from one job classification to another is not automatic.**

In some instances it will be appropriate to advertise the position internally and hold interviews for the post. The following conditions need to be fulfilled for promotion to another job classification:

- The job has to exist – many projects do not allow for such a post.
- Funding has to be available to appropriate levels
- The staff member has to have demonstrated the ability to take on the additional responsibility.
- Any promotion from one job classification to another has to be recommended by the Chief Executive and agreed by the LGEC management committee.

A meeting / interview will take place as appropriate to circumstances and the recommendations and other outcomes documented.

### **4. Starting salaries upon appointment**

New employees are to be appointed on the lowest grade of their designated salary scale within their job classification upon appointment. However, a new staff member who demonstrates a significant experience, skill, knowledge and/or qualifications that clearly exceed the person specification required for the position during the recruitment process may be appointed on a higher salary scale within the staff member's job classification. In such circumstances, a review of similar advertised positions external to LGEC will be undertaken and guidance will be sought from other external partners where appropriate, to ensure LGEC is able to offer a competitive salary to assist staff retention. The LGEC Chief Executive will make a recommendation to the LGEC committee for approval. This recommendation is subject to the availability of funding and taken with due consideration to other employers within the same salary bracket.