



## Working for Impact Arts

Impact Arts aim to attract and retain the best possible people to work with us to achieve our mission of transforming lives through creativity.

As an organisation with **kindness** and **fun** as core values, we care about our staff and have a range of employee benefits that make Impact Arts a great place to work.

## Salary and Financial Benefits

- Impact Arts are an accredited Living Wage Employer.
- Employee salaries are benchmarked against the Scottish Charity, Arts and Youth Work sectors.
- We are committed to providing a cost of living increase annually where possible.
- Pension - 5% employer pension contribution with a flexible employee contribution (between 3-5%).

## Work / Life Balance

We offer a number of policies to help support employees to achieve a work/life balance:

A generous Annual Leave policy:

- Staff are entitled to 20 days paid annual leave and 14 public holidays in each year.
- After 2 years' service this goes up to 25 days paid annual leave and 14 public holidays.
- These amounts are worked out on a pro rata basis for part time employees.

Impact Arts provides additional days off on the following occasions:

- Birthday treat: if your birthday falls on a weekday that you normally work, take it off!
- On your big day, the company will give you a day off either on the day of your wedding or civil partnership or the Friday before it if it falls at the weekend
- Christmas Eve: if Christmas Eve falls on a weekday, all offices are closed and this is given as an additional day off.
- We close all of our offices over Christmas and New Year to allow all staff the chance to have a proper break.

We are Happy to Talk **Flexible Working** as a day one right, as outlined in our Flexible Working policy (applications considered on an individual basis). Live examples within our current staff team include compressed hours, annualised hours, home working and non-standard working hours. Staff are able to work remotely and have the ability to choose to work from different offices where appropriate to their role. We have a flexible working day as standard.

- We have a policy to cover 'other leave' acknowledging when an urgent and exceptional domestic situation or personal crisis arises.
- Staff are supported to attend important family events which fall in the working week.
- We pay Sick Pay at an enhanced rate from the first day of your employment with us.
- We have enhanced Parental Leave policies that apply from the first day you start work with us.
- Staff can request up to 10 days leave in the event of the bereavement of a close family member or friend.
- Time Off In Lieu (TOIL) provided for any agreed additional hours worked.

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## Health and Wellbeing

Impact Arts provides access to:

Free and confidential Employee Assistance Programme provided by PAM Assist which offers a wellbeing app as well as counselling.

- Free and confidential advice – available 24/7/365
- Counselling & CBT - telephonic, online & optional face to face
- Employee assistance website

The Champion Health online portal offers:

- Stress management tool
- Downloadable health and information leaflets
- Monthly features and news articles
- Fitness portal
- Health advice and information sheet
- Emotional support and wellbeing videos

As well as the Counselling service, Impact Arts also has an external supervisor in place to support our Safeguarding Officers and any staff who are involved in any child protection disclosures.

A dedicated Menopause Policy to increase awareness and support for those experiencing menopausal symptoms.

Access to free tea, coffee and fresh fruit in all offices.

## Professional Development

Continuous professional training (in discussion with management and relevant to role).

Monthly full team meetings and opportunities to celebrate achievements

Annual appraisals and 6 month reviews alongside monthly support and supervision with line manager.

Recognition of talent and prioritisation of internal staff development

Opportunities to learn and expand your skillset into new areas.

We are committed to offering staff a range of training & development opportunities throughout the year. Regular training opportunities cover such things as First Aid, GDPR, Safeguarding, Health & Safety and Equalities. Bespoke training opportunities are provided during the year based on training needs analysis. Over the last year, training has included the following: autism awareness, dealing with challenging behaviour, neurodiversity training, interview skills, UNCRC Rights of the Child, trauma informed training, mindfulness, delivering endings with children & young people.

## Staying Connected Social Activities

Having fun is one of our key organisational values and our Wellbeing and Social Committee arrange a programme of optional activities and social gatherings to help staff stay connected with each other, including:

- Bi-annual Team Days
- Quarterly in person full team meetings
- Pot luck lunches
- Film nights
- Creative skills sharing sessions
- Book & Clothing Swap Shop

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