

MS THERAPY CENTRE LOTHIAN
Summary of Key Terms and Conditions

- Location:** Unit 40c, Swanfield, Edinburgh, EH6 5RX
- Post Title:** Centre Manager
- Tenure of post:** This post is offered on an open-ended basis.
- Remuneration:** Salary £20000 per annum
- Hours of Duty:** The opening hours of the Centre are
Monday to Thursday 9.00am to 9.00pm
Friday 9.00am to 2.30pm
Saturday (volunteers) 10.00am to 12.15pm
The hours of the post are 39 hours per week, operated on a variable shift pattern.
- Annual Leave:** 20 days paid holidays plus 10 statutory holidays
- Disclosure checks:** In view of the nature of the post, the successful candidate may be required to undertake an Enhanced Disclosure Check in terms of Part V of the Police Act 1997.
- Eligibility:** In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview, should bring the following document(s) to confirm their eligibility to work in the United Kingdom. Further information about this is attached.
- Closing date:** The closing date for receipt of applications is 15th February 2010.

Further information about the MS Therapy Centre (Lothian) can be accessed from our website (www.mstc-lothian.com)

ELIGIBILITY CRITERIA

Eligibility to work in the UK: In order to establish that you are eligible to work in the UK, we require to see one document from List 1 or a combination of two documents from List 2.

List 1

- A passport showing that you are a British citizen, or have the right of abode in the UK
- A document showing that you are a national of a European Economic Area (EEA) country or Switzerland- this must be a national passport or national identity card. For details of which countries are in the EEA please refer to www.ukba.homeoffice.gov.uk/eucitizens
- A residence permit issued by the Home Office to a national from a EEA country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement confirming you have a current right of residence in the UK as the family member of a national from a EEA country or Switzerland who is resident in the UK
- A passport or other travel document endorsed to show that you can stay indefinitely in the UK (or have no time limit to your stay) OR a document confirming you can stay in the UK, endorsed to confirm you are allowed to do the type of work we are offering if you do not have a work permit
- An Application Registration Card issued by the Home Office to an asylum seeker stating that you are permitted to take up employment

List 2: First Combination

- A- A document with your permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card or a letter from a Government agency
- PLUS ONE OF THE FOLLOWING LISTED IN SECTIONS B-G**
- B- A full birth certificate issued in the UK, which includes the names of your parents
- C- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- D- A certificate of registration or naturalisation stating that you are a British citizen
- E- A letter issued by the Home Office which indicates that you can stay indefinitely in the UK or have no time limit to your stay
- F- An Immigration Status document issued by the Home Office with an endorsement confirming you can stay indefinitely in the UK or have no time limit to your stay
- G- A letter or Immigration Status document issued by the Home Office which indicates you can stay in the UK **and** this allows you to do the type of work we are offering

List 2 : Second Combination

- A- A work permit or other approval to take up employment that has been issued by Work Permits UK
- PLUS ONE OF THE FOLLOWING DOCUMENTS LISTED BELOW**
- B- A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit employment in question OR
- C- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and take the work permit employment in question