## Private and Confidential

*(Date)*

*(Name and Address)*

Dear *(Name)*

### Re: Contract of Employment

We are pleased to offer you the position of Project Coordinator with us here at *(organisation name)* where we hope you will enjoy your role and make a significant contribution to the success of the Winter Night Shelter.

### Commencement Date

Your employment will commence on *(insert date eg. 1 March 2022)*.

### Location

You will work with different churches in *(insert name of area)*

### Position

Winter Night Shelter Project Coordinator - reporting to *(insert)*

The roles and responsibilities of this position will be described separately in an attached Position Description.

### Term

This is a full-time contract position for six months (with hours to be worked between February and September).

### Terms of Employment

This employment contract should be read in conjunction with Social, Community, Home Care and Disability Services Industry Award 2010(MA000100).

### Remuneration

Your salary is at a rate of *(insert $)* per week (Crisis accommodation employee level 3 - pay point 1 Supervisor - grade 5, year 1 Full-time)

#### Payment

Your salary will be paid fortnightly on a Thursday.

#### Superannuation

Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice.

### Leave Entitlements

#### *Annual Leave*

You are entitled to 10 days’ annual leave which may not be taken during the operation of the Winter Night Shelter (June-August). Leave is accrued in accordance with the Fair Work Act 2009 and should be taken within one year of falling due, on occasions negotiated with your manager.

#### *Personal leave*

You are entitled to 5 days paid personal/carer’s leave in accordance with the Fair Work Act 2009.

You are entitled to a period of one days unpaid carer’s leave per occasion in accordance with the Fair Work Act 2009.

You are entitled to a period of one days paid compassionate leave per occasion in accordance with the Fair Work Act 2009.

#### *Parental Leave*

You may be entitled to parental leave in line with the provisions of the Fair Work Act 2009.

### Termination

The minimum period of notice required to be given to the employer by the employee is either:

* That prescribed by the relevant employment agreement or other contract of employment.
* If no period of notice is prescribed as above, a period of notice equal to the employee’s usual pay period.
* *(organisation name)* may terminate your employment by giving four weeks’ notice.

The company may terminate your employment at any time without notice if:

* you are guilty of serious misconduct or
* you are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment you will be required to return all company property.

### Hours of Work

Due to the nature of the Winter Night Shelter project, this position will be required to work:

* flexible hours throughout the months leading up to the commencement of the Shelter and during September (on average 2 – 2 ½ days per week)
* full-time (average 38 hours per week) during the operation of the WNS – 8-9 am, 1-7 pm
* From time to time you will be required to work reasonable additional hours or after hours (without pay) when necessary to perform your duties.

### Privacy

You are required to observe and uphold all of the Company’s privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### Company Policy

*(organisation name)* has in place company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you. These policies will be made available to you and do not form part of this contract of employment.

### Confidentiality of Information

Confidential information, including guest and volunteer information and any and all documents created by you in the course of your employment remain the sole property of *(organisation name)*. You shall not, either during or after your employment, without the prior consent of *(organisation name)*, directly or indirectly divulge to any person or use the confidential information for your own or another’s benefit.

### Jurisdiction

This contract is made in the State of Victoria.

We are glad to welcome you to the staff of *(insert organisation name)* and look forward to working alongside you.

Yours sincerely,

I, *(name)*, accept the terms and conditions of this contract.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_