the british psychological society
promoting excellence in psychology

# WORKING FOR THE BRITISH PSYCHOLOGICAL SOCIETY

**WHO ARE WE? -** The British Psychological Society (The BPS) is a membership organisation who represent and promote psychology, psychologists and the wider psychological professions. We have over 65,000 members and a history which dates back over 120 years. Our membership is diverse, but we all share a passion for psychology and the impact it has on individuals and society.

**DIVERSITY & INCLUSION –** We are committed to a culture of equality, diversity and inclusion. By fostering an inclusive culture, welcoming individual differences and committing to embed equality and diversity into all of our activities, we aim to ensure that everyone is treated equally, without discrimination and is able to reach their full potential without barriers.

**PRE-EMPLOYMENT CHECKS -** Job offers with The BPS are subject to identity checks, an individual's right to work in the UK and the receipt of satisfactory references.

**PROBATION PERIOD -** All appointments are subject to successful completion of a probationary period specified in your employment contract.

**PLACE OF WORK -** The BPS currently operates hybrid working with everyone (with a few exceptions) based in either our Leicester or London office. You will be able to blend your working time between office and remote working.

**SALARIES –** You will be paid on the 25th of each month (sooner if the 25th is a non-working day).

**HOURS -** Full-time hours are 35 per week, Monday to Friday. Your working pattern will be agreed with your team manager on appointment and based on operational need and priorities.

**LEAVE -** The leave year runs from 1st January to 31st December. You are entitled to 25 days of annual leave per year, plus Bank Holidays (pro-rated for part time workers)

Everyone is entitled to the statutory provisions for maternity, adoption, paternity and shared parental leave and the BPS offers enhanced maternity pay for eligible employees.

**PENSION -** You will be auto-enrolled into the BPS group personal pension scheme with Aegon when you start. The minimum contribution rate is 4% of your salary, which is normally deducted using salary exchange (unless you choose not to). The contribution rates are as follows.:

| Age Group | The BPS contributes (% of salary) |
|---|---|
| 18-24 | 4 |
| 25-29 | 6 |
| 30-34 | 8 |
| 35 & over | 10 |

**LIFE INSURANCE -** The BPS operates a non-contributory group life insurance scheme for everyone which is valued at four times your salary for death in service.

**LEARNING & DEVELOPMENT -** The BPS promotes and invests in the growth and continuous professional development of all its staff.

## BENEFITS - HEALTH & WELLBEING

The BPS is committed ensuring the health, safety and wellbeing of everyone including staff, members and visitors to its buildings. We are also committed to supporting the physical and psychological wellbeing of everyone who works with us to support a healthy and engaged workforce that is able to flourish.

**Contractual Sick Pay -** The BPS has a contractual sick pay scheme to supplement statutory sick pay (SSP). To qualify, you must comply with the terms and reporting responsibilities outlined in the BPS's Attendance Management Policy.

| Length of Service | Full Pay Month(s) | Half Pay Month(s) |
|---|---|---|
| **From 4 to 6 months' service** | 1 | N/A |
| **From 6 months to 1 years' service** | 1 | 1 |
| **During the 2nd year of service** | 2 | 2 |
| **During the 3rd year of service** | 3 | 3 |
| **During the 4th year of service** | 4 | 4 |
| **During the 5th year of service** | 5 | 5 |
| **During the 6th year of service & thereafter** | 6 | 6 |

**Occupational Health-** The BPS uses an independent occupational health service, as and when required, to seek specialist advice on how best to support and maintain the health and wellbeing of all colleagues.

**GP Access -** everyone, including immediate family members, are able to access a 24/7 virtual GP service to obtain advice, reassurance and diagnoses from wherever they are in the world.

**Employee Assistance Programme & Wisdom Health Hub -** access to a 24/7 confidential helpline for wellbeing, financial and legal advice and support. In addition, you can access the Wisdom Health Hub app that provides further wellbeing support and access to wellness trackers, mini-health checks, exercise videos and recipes.

**Mental Health First Aid –** access to trained mental health first aiders providing support and signposting to further professional support.

**Bereavement and Probate Support -** everyone, including immediate family members get access to a 24/7 helpline with trained counsellors and experts on hand to provide emotional support and practical support following a bereavement.

**Funeral Concierge Service –** access to tools and support with will preparation and funeral planning.

**Eyecare Vouchers –** access to a free VDU eye examination every two years.

**Cycle Scheme -** permanent employees or employees on a fixed term contract of a minimum of twelve months are able to access a tax-free bike scheme to help them to commute to and from work in healthier and more sustainable way.

**Wider Wallet -** access to a package of benefits, discounts and cashback deals via the Wider Wallet platform.

**Routledge Books Discount -** access to 25% off books from global publisher Routledge.