

Jobwise

Benefits Package



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MY
JOB

A benefits package you will

- Competitive Salary
- 5% matched pension contributions
- Health care cash plan
- Lifestyle discount portal
- Profit share scheme
- Attendance Bonus
- Uncapped Commission
- Quarterly Sales Bonus
- 24 days leave + bank holidays - increasing to 29 with length of service
- Birthday day off
- Wellbeing Half Day
- Menopause Support
- Company sick pay
- Enhanced maternity/ paternity pay
- Christmas savings club
- Recommendation bonus
- Continuous training
- Self-development packages
- Recruitment qualifications
- Five year club
- Ten year anniversary celebration
- Branch team building events
- Early Friday finish
- Quarterly funded team celebration
- Christmas shopping
- Volunteer Day

"The greatest asset we have at Jobwise is the people who work here; this is because everyone contributes to the success of the company.

Our policy is to recruit and retain the best people and to ensure everyone shares in the continued success of the business.

To support this we have developed a benefits package which is second to none. We aim to reward those who invest time and commitment in the company, through a range of benefits that are linked to lifestyle, wellbeing, careers and teamwork. This extensive benefits package is proof that we focus firmly on creating a working environment that is distinctive and balanced."

Leanne Finnigan, Managing Director



A sought after package with excellent rewards...

Competitive Salary

Jobwise offers competitive rates of pay and conducts a salary survey each year to ensure we maintain a sought-after salary and benefits package for our valuable people.

Pension Scheme with Employer Contributions

Jobwise recognises its obligations under the Pensions Act 2008. Following a 12-week period you will be assessed and auto-enrolled subject to meeting the relevant criteria. Jobwise contribute to your retirement fund through the company pension scheme with excellent employer contributions.

As a member of the Pension Scheme, you will also become a member of the Death in Service scheme. Employer contributions increase with length of service as a reward for loyalty and commitment. Employee contribution is 5%; Jobwise will also contribute 3% - 5% depending on your length of service. Further information relating to the Company pension scheme is available upon request.

Health Care Cash Plan

Jobwise pays for all employees to have health care cover with UK Healthcare. This cash plan helps with the cost of certain types of health care such as dental or optical treatments along with complementary and alternative therapies. In addition, children are covered free up to the age of 18 (maximum of 4 children and in full-time education).

Employees can make a contribution and opt to upgrade their own level of cover or add their partner to the scheme. In addition to the cash plan discounts are available on spas, gyms, holidays, theme parks and attractions. All members have access to a range of valuable telephone services 24 hours a day, 365 days a year. Employees who have been with Jobwise for at least 6 months and have been confirmed in their role can join the scheme completely free of charge.



Profit Share Scheme

Jobwise knows that the key to success is the entire workforce pulling together to achieve the sales targets and ensure efficient spending and minimum wastage. The Profit Share Scheme is designed to reward all staff based on the bottom line of the business. Using a points system, the scheme shares the Profit Share Pot between all qualifying staff members. The scheme rewards loyalty by issuing more points to those people who have worked for Jobwise the longest. See separate Profit Share rules for full details of the scheme.

Attendance Bonus

Jobwise recognises there may be times when absence from the workplace can't be avoided, but these absences create additional workload on colleagues, with this in mind we have introduced an attendance bonus. There is an individual pot of £360 on offer for a 12-month period starting in May (paid out in 2 instalments of £180) for people with 100% attendance. For each day's absence, £30 will be deducted from the £180 on offer in each 6-month period. See separate attendance bonus rules for full details.

Commission

For sales people, we offer uncapped commission which is paid monthly. The commission structure means that the more revenue that is invoiced, the greater the percentage of commission is earned. Our commission structure is designed to encourage sales people to grow and develop their business and reap the rewards each month.

Wellbeing/Mental Health Investment Time

Once a year you will receive half a day to invest in yourself. Spend the time doing something just for you. Employees who have been with Jobwise for at least 6 months and have been confirmed in their role are eligible.

Quarterly Sales Bonus

Sales people can earn extra incentives by over-achieving. An extra incentive scheme is in place whereby consultants can earn thousands of pounds in commission based on their revenue results every quarter. This is in addition to the monthly commission structure.

Sales Competitions

We feel strongly that everyone who works at Jobwise creates the success of the company. Therefore, both sales and non sales staff have opportunities to win additional rewards through competitions and results-based incentives.

Enhanced Holidays

The holiday year runs from January to December and all employees are encouraged to take their full annual entitlement. In addition, Jobwise prefers staff to take their holidays evenly throughout the year to avoid burnout. Employees are entitled to 24 days annual leave, after 2 complete years' service this increases by 1 extra day per year to a maximum of 29 days. Directors are entitled to 28 days annual leave, after 2 years of complete service this increases by 1 extra day per year to a maximum of 30 days.

Birthday day off

All employees are given an extra day off for their Birthday! This is in addition to their annual holiday entitlement.

Company Sick Pay

If illness prevents you from attending work you will receive your salary in the form of sick pay, in accordance with our scheme rules. After completing 6 months' service and being confirmed in your role, your statutory sick pay will be made up to full salary for the following periods: less than 5 years' service = 20 working days; more than 5 years' service = 30 working days (using a rolling year for sickness absence).

Enhanced Maternity /Paternity Pay

Jobwise has an enhanced Company Maternity Pay Scheme to reward length of service over 3 years. You will receive normal Statutory Maternity Pay, and if you have worked for longer than 3 years, will also receive additional Company Maternity Pay depending on your length of service (see Employee Manual for more details). In addition, we pay an enhanced Company Paternity Pay.

Christmas Savings Club

Jobwise runs a Savings Club to help with the expense of Christmas. Employees can have deductions taken from their net pay each week which is saved up and given back at the beginning of December.

Flexible Working

Should your circumstances change, and normal hours of work no longer fit your lifestyle, we may be able to offer you flexible working hours depending on the needs of the business.

Introduction Bonus

We pay a bonus of £1000 for the introduction and successful employment of another permanent member of staff. £200 is payable at the end of week one, £200 at the end of month one, £200 at the end of month 3, and finally £400 at the end of month 6.

Career Development & Company Events

We aim to provide great careers for all our staff by training and developing them to be the best...

Induction

We want you to feel part of our team from the minute you join Jobwise. We run a structured induction programme that introduces you to the key areas of your role and explains our policies and procedures.

Training

Right from day one with Jobwise, you will have a career plan in place. As an IIP GOLD accredited company we truly believe in the long-term development of our employees.

Self-Development Package (at 6-month stage)

We offer an industry-leading, unique training and development plan for all of our staff. Jobwise puts you first and we believe in your ongoing training and development, so as part of the benefits package we offer a unique, outstanding Self Development Package, once you have been with us for 6 months.

Most companies will give you the 'skills' based training you need to do your job and then leave you to it. Here at Jobwise, we think differently - the longer you are with us the more training you will receive; to develop your work-based skills and personal skills to make you the best you can be.

- **Insights Awareness**, You Count, Dealing with Change, Personal Branding (Insights is a personal investment in YOU, breaking down your personality and identifying your strengths and weaknesses, enabling your training to be tailored to you!)
- **The Psychology of Sales**, 'Colourful Sales'

Recruitment Qualifications

Once confirmed in your role, we offer opportunities to undertake recruitment qualifications.

Appraisal & Review

You will have an appraisal and monthly reviews during the year. The process allows you and your line manager to discuss your progress and develop plans for the future by setting objectives.

Personal Development Academy

Once you have been with us for 12 months or more a meeting will be arranged with the MD to chat through your short-term and long-term career ambitions.

If suitable and approved, the PDA is a training programme designed for people who are looking towards the next step in their career, with a possible move into management. The academy will be comprised of quarterly training days, covering various topics aimed at developing you personally and professionally. A great opportunity to become the best you can be.



Our way to say thank you

Five Year Club

After five years of service, you become a part of our exclusive Five Year Club, which includes a subsidised annual social event.

Ten Year Anniversary

After ten years service, you are rewarded with a personalised thank you from Leanne Finnigan, Managing Director. You will be given an extra day off to celebrate with Leanne, at an event of your choice. In previous years we have visited Amsterdam and Dublin to celebrate a 10-year anniversary.

Company Evenings

These take place every 3 - 6 months with the aim being to get all teams together for an evening. We update everyone on the performance of the business, reward high achievers and have time to catch up with colleagues from other branches.

Branch Team Building

Team building is a vital part of the Jobwise culture. It encourages improved team working which in turn creates a positive working environment and overall team success.

Quarterly Funded Team Celebration

Should the branch hit its quarterly target; the team takes an early Friday finish and celebrate with a funded team event of their choice.

Christmas Party

A subsidised annual party will be organised for the whole company to get together and celebrate at Christmas time.

Christmas Shopping

Additional time off, where appropriate, for last-minute Christmas shopping in the week before Christmas.

Charity work

After completing 6 months of service and being confirmed in your role, you can take a full day's paid leave to support a local charity of your choice each year.

