

**What it's really like
to work at SFT...**

So, you're thinking of applying for a job with us.

Like any good future candidate, we know you'll have done your homework.

But this short document has been prepared to help you get under the skin of SFT a little bit deeper; for you to understand a little more about us, our culture and the benefits we provide to make your decision of clicking 'apply' that little bit easier.

Where we're based

Our office is based in the bustling Haymarket area of Edinburgh which is served by a busy transport hub that integrates train, tram and bus travel.

Reflecting our ethos of making the best use of public sector buildings, our modern, well-equipped office is on the fourth floor of a fully accessible building which is owned by and shared with other public sector organisations, with an underground carpark.

Whilst there are no shortages of cafés, shops and restaurants in and around Haymarket, our office kitchen is particularly well equipped with a fridge, dishwasher, microwave, a chilled water tap, and a hot water tap to make free teas (Tetley and flavoured!) and coffees. And if you're looking for something a little more sophisticated, for a very small charge (only 50p), you can use the Nespresso coffee machine and make your own barista style latte or flat white.



Working space

For many years and well before the pandemic, we have promoted and followed a flexible way of working, but we do expect staff to come to the office at least once a week.

However, you will of course need to be flexible to attend team and external meetings, but when you do see the office space we've created, you'll probably want to come in more often than just one day a week.



We understand there's more to life than just work. So, we actively support flexible working requests and are happy to put in place a range of working patterns that suit you from day one of you starting, subject of course to final agreement with your line manager.

As well as using various internal communications tools, every three months we bring everyone in the organisation together for an all-staff company briefing to share the progress we're making as well as once a year for an all-day conference. We also have a very active Social Committee that organises our Christmas bash as well as various fun events throughout the year.

Giving you the tools you need

When you start, you'll be given a Surface-Pro laptop along with an i-phone and all manner of IT paraphernalia (as well as training of course on how to use it all!), which combined will help you to get on with work, either from our office, at your home or when on the move.

Holidays

From day one, you'll receive 25 days holiday as well as nine public holidays. And after five years' service your holiday entitlement will grow to 30 days, with public holidays on top. And if that wasn't enough to whet your appetite to apply to join us, through our employee benefits portal, you can also buy a week's worth of holidays or sell them if that's your thing.



Your health is important to us

To help you be as healthy as possible, we have several health and lifestyle benefits you can take advantage of, including:

- Smart employee eyecare with company contribution to costs
- Confidential employee assistance programme to support personal and work-related issues
- Discounted costs to join gyms, health clubs and leisure centres
- Annual flu vaccine
- Bike to Work Scheme

Planning for retirement

Paying into a pension is important. So, everyone at SFT is automatically enrolled into the Local Government Pension Scheme run by the Lothian Pension Fund.

How much you pay is set as a % of your salary with SFT paying 17.6% of your salary. And should you need to or want to, you can easily top-up your pension through Additional Voluntary Contributions or Additional Pension Contributions.

Electric and low emission car allowance

Scotland is on its way to becoming a net zero nation, and at SFT, we're doing all we can to support that goal. We have a company car policy, with a car allowance which varies in value depending on what level you join us but is only payable if your car meets the requirements of CO2 emissions of 120g/km or less and an official combined mpg rating of 50mpg or more.



Following a six-month service, you can join our salary sacrifice scheme which has a great range of hybrid or full electric vehicles.

Policies and procedures

It helps everyone if we have rules and regulations which help define our approach to certain topics and which provides you with the parameters to carry out your work.

We have a library of a wide range of supportive policies to help you manage your home/work life balance, including paid parental, compassionate, family or sick leave and social media use to name but a few.

Developing yourself

Your personal development is very important to us, and we provide a wide variety of learning tools for you to use:

- Ongoing access to E-learning, including compulsory and additional training sources
- Monthly Lunch & Learns, organised internally and held on a range of topics, both general and workstream specific
- Accessible external training on request, from one-day skills courses to five-day Leadership training
- Two days annually paid leave for all employees to undertake volunteering and community work

Are you still unsure?

If you're still sitting on the fence about applying for a position, here's what two members of staff have to say about what it's like to work at SFT – just click on the hyperlinks below:

[Kerry Alexander](#)

[Director Infrastructure Finance and Programmes](#)



[Matthew Jackson](#)

[Associate Director Net Zero Transport](#)



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We hope this document gives you a sense of what it's like to work at SFT, how important it is for us to look after our staff and the myriad of benefits we offer.

We wish you the very best of luck when you apply for the vacancy.

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