



## Project Co-ordinator (Real Talk)

### SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

<b>Post:</b>	Project Co-ordinator (Real Talk)
<b>Place of work:</b>	London Borough of Brent
<b>Hours of work:</b>	5 days (37.5 hours/week)
<b>Salary range:</b>	£28,044 per annum, for full-time equivalent (Incl. of Outer London Weighting)
<b>Annual Leave:</b>	25 days per annum (pro rata for part time staff) with the leave year beginning at the start date of employment at EACH. The organisation normally close down for 2 -5 days during the Christmas period, such days will be deducted from your annual leave entitlements
<b>Contract:</b>	Permanent, subject to performance and continuous funding
<b>Probation:</b>	There will be a probationary period of 6 months during which period two weeks notice will be required by either party
<b>Pension:</b>	On completion of 3 months of service you will be automatically enrolled to EACH's pension scheme, subject to meeting minimum salary and age requirements. You will be required to contribute a minimum of 4%, and contributions will be matched by EACH up to a maximum of 6%. You may choose to opt-out of the scheme.
<b>Staff Development:</b>	EACH actively supports and promotes professional development in line with service requirements
<b>Smoking:</b>	EACH's premises are designated as no-smoking areas

A formal offer of appointment will be subject to the following:

- 1 Two satisfactory references
- 2 Evidence of right to work in the UK
- 3 Satisfactory Enhanced DBS