



SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Post:	Project Lead – Connect and Change for Better Mental Health
Place of work:	EACH Counselling & Support - Brent The Designworks, Park Parade Harlesden, NW10 4HT
Hours of work:	22.5 hours per week (3 days) exclusive of 30 minutes meal breaks.
Salary range:	Salary scale range 30-33; £28,044 - £30,491 for full-time equivalent (Incl. Outer London Weighting) (£16,826.40 - £18,294.60 for 22.5 hours/week)
Annual Leave:	25 days per annum with the leave year beginning the start date of employment at EACH; annual leave and statutory holiday's entitlements calculated on a pro-rata basis.
Contract:	This post is funded by City Bridges Trust, and is permanent, subject to continuous funding.
Probation:	There will be a probationary period of six months during which period two weeks' notice will be required by either party.
Pension:	After 3 months of service you will be auto-enrolled to EACH's pension scheme, subject to meeting minimum salary and age requirements. You will be required to contribute min. 4%, and contributions will be matched by EACH up to max. 6%. You may choose to opt-out of the scheme.
Staff Development:	EACH actively supports and promotes professional development in line with service requirements.
Smoking:	EACH's premises are designated as a no-smoking area.

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

1. Two satisfactory references
2. Evidence of right to work in the country
3. Satisfactory DBS check