SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Post:	**Group Facilitator (female)**
Place of work:	The post will be based at EACH Ealing (Head Office and Ealing Centre). Remote working may be necessary and will be required to work from any of EACH's locations.
Hours of work:	Part time, 15 hours per week exclusive of meal breaks. The post holder will be required to work flexible hours to meet the requirements of the service.
Salary Range:	Salary scale £26,000 - £29,000 pa inclusive of OLW for FTE and £10,400 - £11,600 pa inclusive of OLW for 2 days (15 hours).
Probation:	This post is subject to 6 months probationary period during which two weeks' notice by either party will apply. 1-month notice required after probationary period.
Annual leave:	25 days per annum, (pro rata for part time staff) with leave year being 12 months commencing from our start date, plus additional statutory holiday requirements. Stepped increase in annual leave from after year 2 to year 6 rising 1 day each year from 25 to 30 days in year 6. EACH normally closes down for 2 - 5 days during the Christmas period, such days will be deducted from the annual leave entitlements
Pension:	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.
Contract status:	This is a permanent post and is subject to performance and continuous funding.
Staff development:	EACH actively supports and promotes professional development in line with service requirements
Smoking:	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 An up to date DBS check provided by the applicant