



SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

- Post:** Head of Counselling & Practice
- Place of work:** The post will be based at in Ealing, but will be required to work off-site, remotely and any of EACH's offices based on the needs of the service.
- Hours of work:** 37.5 hours per week (5 days) exclusive of meal breaks. The post holder may be required to work flexibly to meet the requirements of the service.
- Salary Range:** Salary scale £45,864 - £52,959 per annum (inclusive of Outer London Weighting) for FTE (37.5hours).
- Probation:** This post is subject to 6 months probationary period during which two weeks' notice by either party will apply.
- Annual leave:** 25 days per annum with leave year (pro-rata for part-time staff) 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:** Permanent, 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