



SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Post:	Development Worker
Place of work:	EACH Head Office, Ealing, with requirement to work across sites Remote working may be necessary and will be required to work from any of EACH's locations.
Hours of work:	Full Time – 37.5 Hours.
Salary Range:	Salary scale £33,000 - £36,000 pa inclusive of OLW for FTE (37.5hrs).
Probation:	This post is subject to 6 months probationary period during which one 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 post is permanent (subject to performance and continued 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.