



## SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

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| Post:              | Transformation Project Manager                                                                                                                                                                                                                                                                                                                                                                                          |
| Place of work:     | EACH Head Office, Ealing, with requirement to work across sites<br>Remote working may be necessary and will be required to work from any of EACH's locations and footpaths.                                                                                                                                                                                                                                             |
| Hours of work:     | Full Time – 37.5 Hours.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Salary Range:      | Salary scale £36,000 - £42,000 pa inclusive of OLW for FTE (37.5hrs).                                                                                                                                                                                                                                                                                                                                                   |
| Probation:         | This post is subject to 3 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 post is a 12 months' Fixed Term contract (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.