

KINGSTON CHURCHES ACTION ON HOMELESSNESS
Temporary Part-time Activities Co-ordinator 18 hours per week
Conditions of Service Summary

Salary £20,208 - £21,376 (Pro-Rata: £5,052-£5,344)

The salary for the post will range between NJC Pt 20 rising to Pt 22 and includes an Outer London Weighting Allowance of £1,755. It will be paid on a pro-rata basis.

Hours of work

The hours of work will be 18 hours per week, to be worked flexibly to meet the needs of service users. The exact pattern of hours and days to be worked will be agreed with the post holder. The pattern may need to vary from week to week, but the postholder will be expected to work from the office on at least one day each week. There may be some occasional evening or weekend work for which time of in lieu will be given.

Holiday

The holiday allowance for the 6 month period is 16 working days (paid holiday) pro rata, including public holidays. The leave year is the financial year starting April and annual leave should normally be taken within the year.

Probationary period

A one-month probationary period will apply, after which there will be a review. On satisfactory completion of the probationary the employee may access the stakeholder pension scheme.

Pension

If you take up the offer to access the personal pension scheme, you may contribute up to 6% of your gross salary, KCAH will contribute a minimum of 3% and a maximum of 6% of gross salary.

Conditions of Appointment

The appointment is subject to satisfactory references, medical clearance, Criminal Record Bureau check and verification of ability to work in the United Kingdom.

Termination of Employment

For the initial one-month probationary period, one week's notice in writing by either party will apply. After a successful completion of the probationary period, the minimum period of notice will be two week's by either party.

Supervision

The postholder will meet with the Operational Director monthly.

Travel

Travel on KCAH business may occasionally be required and this is re-imbursed at public transport rates. No allowance is payable for travelling to and from your place of work.

Equal Opportunities

KCAH is committed to the principle of Equality and Diversity. A Policy Statement and Code of Practice is attached.

February 2012