



KINGSTON CHURCHES ACTION ON HOMELESSNESS

Guide to Conditions of Service: Asset Coach

Actual Salary: £26,625 for 36 hours a week on a three-year, fixed term contract including Outer London Weighting

The salary for the post commences at NJC Pt 19 and can rise to a ceiling of NJC Pt 21, based on performance

Pension

You will pay a minimum of 2.5% towards a personal pension with KCAH contributing 5.5% of gross salary (KCAH will match any additional contribution you make up to 3%).

Hours of work

The hours of work will be 36 hours per week, working Monday to Friday. It is normal for at least two persons to be present in the office between staff and volunteers. Some evening and weekend work will be required. Some working from home will also be necessary on occasion.

Holiday

The annual holiday allowance is 26 working days paid holiday (pro rata) with public holidays in addition. The holiday year is the financial year starting April and annual leave should normally be taken within the year.

Probationary period

A three-month probationary period will apply, after which there will be a review.

Termination of Employment

For the initial three-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 one month by either party.

Supervision

The postholder will meet with the Accommodation Pathway Project Manager at least six weekly and more regularly during their probation.

Travel

Travel on KCAH business may occasionally be required and this is re-imbursed at public transport rates. Use of a car is essential for work purposes and a mileage allowance is made. No allowance is payable for travelling to and from the place of work.

Equality and Diversity

KCAH is committed to the principle of equality and diversity. A Policy Statement and Code of Practice is attached.