|  |  |
| --- | --- |
|  | |
| **SUMMARY OF EVH TERMS AND CONDITIONS OF EMPLOYMENT** | |
| **POST TITLE** | Housing Officer (0.6 fte) |
| **GRADE** | EVH Grade 7 (PA22 to PA25) |
| **SALARY** | £33,375 - £36,648 Pro Rata  You will be entitled to an annual increment on the 1 April if you have been in post for 6 months |
| **PLACE OF WORK** | Beardmore House |
| **HOURS OF WORK** | 21 Hours per week, Monday to Friday 9am to 5pm (specific days/times to be agreed) |
| **PAY** | BACS payment direct into bank account on the 28th of the month |
| **HOLIDAYS** | 25 Days Annual Leave pro rata |
| **PUBLIC HOLIDAYS** | 15 Public Holidays pro rata |
| **PENSION** | Automatically Enrolled in the (SHAPS) pension scheme if you meet the qualifying criteria\*  Ratio 1:2 Employee: Employer (min 6% max 12%)  \*(over 22, earn over £10k and under state pension age) |
| **TRAINING** | Fully committed to training and development and are accredited to Investors in People |
| **PAID FEES** | For relevant annual professional affiliations and cost or fees or paid for relevant vocational training and qualifications. |
| **UNIFORM & PPE** | Uniforms provided for Care Services employees and where required protective clothing or footwear is provided |
| **SPECTACLES** | Contribution towards the cost of prescribed spectacles in line with EVH guidelines |