

PROJECT ASSISTANT

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Fixed Term Contact – 24 months, Full Time 5 days a week. Flexible working by arrangement
Office location:	Alban Dobson House, Green Lane, Morden, SM4 5NS or Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB Flexible working by arrangement
Salary:	£30,000 to £35,000 Competitive depending on experience
Probation period:	The probationary period is six months. During the probationary period the notice period by either party is one week.
Holidays:	Annual entitlement of 25 days plus Bank Holidays. increases by 1 day pa to maximum of 30 days.
Hours of Work:	The basic working week is 35 hours (9am-5pm) although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not payable.
Notice Period:	After probationary period from employer, one month from employee, one month.
Pension:	Haig offers a company pension; we will contribute up to maximum of 10%
Healthcare:	Optional private medical insurance
Life Assurance:	3x salary death in service benefit
Head Office:	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS. Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB

Please note that an offer of employment will be subject to satisfactory references and medical report