

TERMS AND CONDITIONS OF APPOINTMENT

Membership Engagement & Communications Officer

Term of Contract:	One year fixed term
Probationary Period:	Three months
Termination Notice:	One month
Office Base:	Action Hampshire, Westgate Chambers, Staple Gardens, Winchester, Hampshire, SO23 8SR. Hybrid working (office/home working)
Managed by:	Head of Charitable Services
Staff managed:	Membership Assistant
Salary scale:	£24,297.74 – 27,347.17 per annum
Hours:	37 hours per week. A flexible working policy is in operation.
Travel:	If the post-holder uses their own car during the course of their work and/or public transport, they will receive reimbursement in accordance with the IR Fixed Profit Scheme average rate (currently 45p per mile) or public transport costs as appropriate.
Leave Entitlement:	25 days pa + statutory bank holidays
Pension:	Access to the NEST pension scheme
Sickness Pay Scheme:	A generous scheme is available
Health & Safety:	All staff have a statutory duty to observe appropriate rules
Variation to Contract:	Any proposed variations will be notified and consultation entered into
Facilities:	City centre location close to local amenities Flexi-time policy in operation