



**TERMS AND CONDITIONS OF APPOINTMENT
Head of VCSE Support and Engagement**

Term of contract:	Permanent
Probationary period:	6 months
Termination notice:	3 months
Office base:	Westgate Chamber, Staple Gardens, Winchester, Hampshire, SO23 8SR Flexible, office/home working can be arranged
Managed by:	Chief Executive
Staff managed:	Member Engagement & Communications Officer Senior Engagement Officer
Salary:	£38,000-42,000 per annum
Hours:	37 hours per week (or 30 hours)
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:	28 days pa + statutory bank holidays (FTE)
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