

**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 £35,000Competitive 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.

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